

Good essay about ascent systems pvt ltd

[Technology](#)



Elaine Shoemaker, Head of the Department

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Cuba

Respected Elaine Shoemaker

Requesting for the Approval to Attend the Course

McGill University has planned to conduct a course titled “ Managing a Technological Environment” during 5th of February, 2014. The total duration of the course is 5th to 9th of February. The course focuses to bring out new technological innovation in the field of telephone networking. Many experts have planned to deliver a lecture on “ Networking Technology”; this course is going to explore many ideas on telephone networking technology. Many industrialists have scheduled their time to participate in this course. Many of our competitors have planned to attend this course.

I want to bring this information to your knowledge, and I request you to consider in attending this conference. This may help us to increase our business contacts, so that we can improve our business further. I was pleased to seek permission from you for attending this conference. I was much interested in developing our projects to the global scale. This conference can help me to develop my technical knowledge.

It will be helpful for me, if our company provides me tuition fees plus loading and travel charges. Please consider my request in providing support for attending the course.

Please consider in relieving me from the IPT tasks for one week, in order to attend the course. This will not affect the IPT work, our co workers will be in charge of the IPT project, and I will be monitoring them every day about their

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work. I kindly request you to consider my request and provide me a positive feedback to my letter. The deadline for registration is just two weeks, so please kindly reply to my letter as soon as possible.

Sincerely

(Project Engineer)