

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permission Approval

I hope this letter finds you well. I am writing to formally request your approval for [briefly describe the request, e.g., a project, a leave of absence, etc.].

[Provide a detailed explanation of the request, including relevant background information and reasons for the request. Mention any applicable dates or deadlines.]

I believe that this request aligns with [mention any relevant company policies, goals, or agreements]. I assure you that all necessary precautions will be taken to ensure [mention any considerations related to the request].

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me at [your phone number] or [email address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]