

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

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

Dear [Recipient's Name],

I am writing to formally request authorization to work [specific position or project] at [Company/Organization Name]. Due to [brief explanation of circumstances requiring authorization], I would appreciate your consideration of my request.

I have attached [mention any supporting documents, if applicable], which outline my qualifications and readiness for this role.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]