

[Your Name]  
[Your Position]  
[Your Department/Office]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Department/Office]  
[Company/Organization Name]

Dear [Recipient Name],

Subject: Request for Formal Permission

I am writing to formally request permission for [specific request details, e.g., taking leave, conducting a meeting, implementing a new procedure, etc.].

[Provide a brief explanation of the request, including any relevant details such as dates, duration, purpose, and the impact it may have on the team or organization].

I assure you that [mention any considerations or preparations you have made to mitigate disruptions, if applicable].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]