

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission to Use Property

I hope this letter finds you well. I am writing to formally request permission to use your property located at [Property Address or Description] for [specific purpose, e.g., an event, project, etc.] on [Date(s)].

I understand the importance of your property and assure you that I will take all necessary precautions to maintain its integrity and respect the surrounding area. I will also ensure that all applicable rules and regulations are followed during the duration of use.

Please let me know if you require any further information or if there are stipulations you would like to discuss. I am more than willing to accommodate any conditions you may have in granting permission.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]