

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permission for Volunteer Activities

I hope this letter finds you well. I am writing to formally request permission for our volunteers from [Your Organization's Name] to participate in [describe the specific activity or event], scheduled for [date(s)] at [location].

The purpose of this activity is to [briefly explain the purpose and objectives of the activity]. We believe that this initiative will greatly benefit [explain the benefits to the community or target audience].

We assure you that all necessary precautions and guidelines will be followed to ensure the safety and well-being of all participants. Our volunteers are committed to upholding the values and reputation of [Recipient's Organization] during this event.

We would greatly appreciate your support in granting us permission for this initiative. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further details.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Phone Number]

[Email Address]