

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission regarding [briefly explain the purpose, e.g., "the use of facilities for a community event" or "the approval for a leave of absence"].

[Provide a brief explanation of the situation, including any necessary details, dates, and reasons for your request.]

I believe that [explain why your request is important and how it might benefit others, if applicable].

I would greatly appreciate your consideration of my request and am more than willing to provide any additional information needed. Thank you for taking the time to review my application.

Looking forward to your positive response.

Sincerely,

[Your Name]