

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your permission for [specific request, e.g., "the use of the conference room for a team meeting on March 15, 2024, at 10 AM"].

The reason for my request is [briefly explain the reason, e.g., "to facilitate collaboration among team members and enhance communication regarding our upcoming project"].

I appreciate your consideration of my request, and I am happy to provide any additional information you may need.

Thank you very much for your time and support. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]