

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

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

Dear [Recipient's Name],

I am writing to formally request permission to [briefly state what you are seeking permission for, e.g., conduct a survey, use a specific location, etc.]. This request is motivated by [explain the reason or purpose of your request in a sentence or two].

[Provide any additional details that are relevant to your request, such as dates, times, and any necessary permissions or certifications you hold.]

I believe that granting this permission will [explain the potential benefits or positive outcomes]. I am committed to [assure them of your commitment to any terms or conditions that may apply].

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

Sincerely,
[Your Name]