

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

[Authority's Name]
[Authority's Title]
[Authority's Organization/Department]
[Authority's Address]
[City, State, Zip Code]

Dear [Authority's Name],

I hope this letter finds you well. I am writing to formally request permission to [briefly describe the purpose of the request, e.g., hold an event, access certain facilities, etc.].

[Provide a brief explanation of the reason for your request and any relevant details, such as dates, locations, and any necessary context.]

I assure you that all necessary precautions will be taken to ensure [mention any measures you will take, e.g., safety, compliance with rules].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]