

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

Dear [Recipient's Name],

I am writing to formally request permission to [briefly describe the action or activity for which you seek permission]. This request is made in consideration of [reason for the request or the benefit it will provide].

The proposed activity will take place on [date(s)] at [location]. We will ensure that all necessary precautions and measures are taken to [address any concerns related to the request].

I appreciate your consideration of this request, and I am happy to provide any further information or discuss this matter at your convenience. Thank you for your time, and I look forward to your favorable response.

Sincerely,

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