

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request permission to [briefly state the purpose of the request, e.g., use a specific location, take time off, etc.].

The reason for this request is [provide a brief explanation or justification for your request]. I believe that [highlight any benefits or considerations].

I would greatly appreciate your consideration of my request. Please let me know if you require any further information or if there are any forms I need to complete.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]