

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission for [specific request].

The purpose of this request is [briefly explain the reason for your request and any relevant details].

I believe that granting this permission will [explain the benefits or importance of the request].

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

Thank you for your time and attention.

Sincerely,

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