

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

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

Dear [Recipient's Name],

Subject: Request for Permission

I hope this letter finds you well. I am writing to formally request permission to [briefly state the purpose, e.g., "use the facilities during the weekend for a community event"].

[Provide a brief explanation of the reason for your request, including any relevant details that support your case, such as the date, time, and significance of the event or action].

I assure you that all necessary precautions will be taken to ensure [mention how you will address any potential concerns, e.g., "safety and cleanliness during the event"].

I appreciate your consideration of my request and would be happy to discuss this matter further. Please let me know if you need any additional information.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position if applicable]