

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well. I'm writing to ask for your permission regarding [specific request].

[Explain the reason for your request and why it's important to you.]

I understand the importance of this matter, and I assure you that I will [mention any commitments or considerations you are willing to make].

Please let me know your thoughts on this. I appreciate your consideration and look forward to hearing from you soon.

Best regards,

[Your Name]