

[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],

Subject: Permission Request

I hope this message finds you well. I am writing to seek your permission for [specific request or purpose].

Details of the request:

- [Briefly describe what you are seeking permission for]
- [Include any relevant dates, locations, or other details]

I believe that obtaining this permission will benefit both parties by [explain potential benefits]. I assure you that all necessary precautions will be taken to ensure [mention any compliance or safety measures].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]