

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

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

Dear [Recipient Name],

Subject: Permission Request for [Specify Purpose]

I am writing to formally request permission to [briefly describe the purpose, e.g., hold an event, conduct research, etc.] at [location or event details] on [date(s)]. This activity is aimed at [explain the intended outcome or importance].

We assure you that we will adhere to all necessary guidelines and will take every precaution to ensure the safety and success of this initiative.

I appreciate your consideration of this request and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

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