```
[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to formally grant permission for the online use of [specific
materials, content, or resources] owned by [Your Organization]. This
permission is granted under the following terms:
1. Purpose of Use: [Describe the intended use].
2. Duration: This permission is valid from [start date] to [end date].
3. Acknowledgment: [Specify any requirements for credit or citation].
Please do not hesitate to reach out if you have any questions or need
further clarification regarding this permission.
Thank you for your cooperation.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
```