

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Granting Permission for [Project Name]

I am writing to formally grant permission for [Project Name] to be undertaken on [specific details or location] starting from [start date] to [end date].

This project aims to [briefly describe the purpose and goals of the project].

Please ensure that all activities comply with relevant regulations and standards. If you have any questions or require further information, feel free to contact me directly.

Thank you for your attention to this matter, and I look forward to seeing the positive impact of your project.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]