

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

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

Dear [Recipient Name],

Subject: Granting Permission to Use Property

I hope this letter finds you well. I am writing to formally grant you permission to use my property located at [Property Address] for [specific purpose, e.g., an event, construction, etc.] on [dates/times].

Please ensure that [any specific conditions, rules, or guidelines] are adhered to during your use of the property.

Should you have any questions or require further clarification, feel free to contact me at your convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]