

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request permission for [briefly describe the request, e.g., to attend a conference, to take a day off, etc.].

The reason for this request is [explain the reason or purpose of the request, how it relates to your work, and any benefits].

I assure you that [mention any plans to manage responsibilities during this time, or how you will ensure minimal disruption to work].

I would greatly appreciate your approval of this request. Please let me know if you need any further information or if we can discuss this in more detail.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]