

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

Dear [Recipient Name],

Subject: Permission Request for [Event Name]

I am writing to request permission to hold an event titled [Event Name] at [Location] on [Date(s)]. The event aims to [brief description of the purpose of the event].

We anticipate approximately [number] attendees and will ensure that all necessary safety and health guidelines are followed.

We would appreciate your support in granting us permission to utilize the space. Please let us know if you need further information or if there is a formal application process we should follow.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/Company Name]