

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission Request

I hope this letter finds you well. I am writing to formally request permission for [specific request, e.g., "holding an event," "conducting research," "using the facilities," etc.] at [specific location or event details] on [date(s)].

The purpose of this [event/research/project] is to [briefly explain purpose and importance]. I believe this will [benefits or contributions related to the community or organization].

I assure you that all necessary precautions and protocols will be followed to ensure a smooth and safe [event/process]. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]