

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permission

I hope this message finds you well. I am writing to formally request permission for [specific request, e.g., "to conduct a research study on..." or "to use the facilities for..."].

The purpose of this request is [briefly explain the reason and importance of the request]. I believe that [explain any potential benefits or relevance to the recipient].

I assure you that [mention any considerations you will take into account, such as safety, privacy, and compliance with any regulations]. I am committed to ensuring that all aspects of this request are handled responsibly.

I would appreciate your consideration of this request and would be happy to discuss it further or provide any additional information needed. I look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]