

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your permission for [specific request or action you wish to obtain permission for].

[Provide a brief explanation of why you are seeking permission and any relevant details to support your request.]

I would greatly appreciate your consideration of this request. Please let me know if you require any further information or if there is anything else I can provide.

Thank you for your time and support. I look forward to your positive response.

Sincerely,
[Your Name]