

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

Dear [Recipient's Name],

I am writing to formally request permission for [specific reason/request].

Details of the request are as follows:

- Purpose: [State the purpose]
- Date(s): [Specify the date(s)]
- Location: [Specify the location if applicable]
- Additional Information: [Any other relevant details]

I understand the importance of [acknowledge any guidelines or considerations related to your request].

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

Sincerely,

[Your Name]  
[Your Title/Position if applicable]  
[Your Affiliation if applicable]