

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

Dear [Recipient Name],  
Subject: Request for Permission

I am writing to formally request permission for [briefly state the purpose, e.g., "holding an event", "conducting research", "using a facility", etc.]. The event is scheduled to take place on [date] at [location].

The purpose of this request is to [explain the reason briefly, e.g., "gather community members", "conduct a survey", etc.]. We believe that this will greatly benefit our local community by [mention benefits]. We understand the importance of adhering to any necessary regulations and guidelines, and we assure you that we will comply with all requirements. Thank you for considering our request. We are looking forward to your positive response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]  
[Your Organization, if applicable]