

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's 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 [briefly explain the purpose of your request].

[Provide a detailed explanation of your request, including any relevant dates, locations, and specifics about why the permission is needed.]

I appreciate your consideration of my request and look forward to your positive response. Please do not hesitate to contact me if you require any further details or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]