

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

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request permission to [describe the specific action you seek permission for, e.g., use your organization's logo, access specific resources, etc.]. Our organization, [Your Organization's Name], is committed to [briefly explain your mission or objectives]. We believe that [explain how your request aligns with the professional society's goals or mission].

The details of our request are as follows:

- Purpose of use: [describe the purpose]
- Duration of use: [indicate the timeline for which permission is being sought]
- Any additional relevant information: [provide any other details that might be important]

We greatly value the work that [Recipient Organization's Name] does and are hopeful for your support in this matter. Please let us know if there are any forms or additional information needed to process our request. Thank you for considering our request. We look forward to your positive response.

Sincerely,

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