

[Your Society's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization/Institution]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Permission to Conduct Fundraising Activities

We hope this letter finds you well. We, [Your Society's Name], are writing to seek permission to conduct fundraising activities to support [briefly state the purpose of the fundraiser, e.g., a charitable cause, community project, etc.].

Details of the Fundraising Activity:

- **\*\*Event Name\*\***: [Name of the fundraising event]

- **\*\*Date(s)\*\***: [Date(s) of the event]

- **\*\*Location\*\***: [Venue/Place where the event will be held]

- **\*\*Target Amount\*\***: [Amount of funds you aim to raise]

- **\*\*Beneficiaries\*\***: [Who will benefit from the raised funds]

We aim to create a positive impact through this initiative by [briefly explain how the funds will be used and the expected outcomes].

We assure you that we will adhere to all necessary guidelines and regulations during this process and will conduct our activities in a respectful and responsible manner.

We kindly request your support and permission to proceed with the planned activities. Should you require any further information or wish to discuss this matter, please feel free to contact us at [Your Contact Information].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Society's Name]

[Your Society's Address]

[Your Contact Information]