

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

[Recipient Name]
[Recipient's Title/Position]
[Society Name]
[Society Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Permission Request for [Project Title]

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization/Institution]. I am writing to formally request permission to conduct a [brief description of the project] within the [Society Name/Community/Location].

The objectives of this project are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We believe this project will [describe the anticipated benefits to the society/community]. We plan to carry out this project on [date(s) of the project].

We are committed to ensuring that all guidelines and regulations set forth by the society are followed during the course of this project. We would be grateful for your support and guidance in this matter.

Thank you for considering our request. We look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization/Institution]