

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permission-Based Release (PBR)

I hope this letter finds you well. I am writing to formally request permission for [specific details of the request].

[Provide a brief background or context regarding your request.]

The purpose of this request is [explain the reason for the PBR request, including any relevant information or data].

I believe that granting this request will [outline potential benefits or importance of granting the request].

Please let me know if there are any forms or additional information required to facilitate this request. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

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