

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission Request for [Specify Purpose]

I hope this letter finds you well. I am writing to formally request permission for [specific details about the requested permission, including what you need permission for and any relevant dates].

[Provide a brief explanation of why the permission is necessary and any relevant background information.]

We believe that [explain the benefits or importance of the request for both parties, if applicable].

Please let us know if there are any forms or further information required to process this request.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]