

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission for [specific request or activity].

Details of the request:

- Purpose: [Briefly explain the reason for the request]
- Date(s) of the activity: [Specify dates]
- Location: [Specify where the activity will take place]
- Any relevant details: [Include any important information related to the request]

I assure you that [explain how you will ensure everything proceeds smoothly, any precautions you'll take, etc.].

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

Sincerely,

[Your Name]  
[Your Position, if applicable]