

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to film at [specific location] on [date(s)], as part of [brief description of the project or purpose of filming].

We are committed to adhering to any guidelines and requirements you may have regarding filming at this location. Our team will ensure minimal disruption and will coordinate closely with your staff to ensure everything runs smoothly.

Please let us know if you require any additional information or if we need to complete specific forms to facilitate this request.

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

Sincerely,

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