

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to use [specify the item, work, or resource] for [describe the purpose, e.g., an event, project, publication].

[Provide a brief explanation of how you intend to use the item and why your request is important].

I assure you that [mention any relevant details, such as how you will credit or acknowledge the use].

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

Sincerely,

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