

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally grant you permission to [describe the specific action or request for which you are granting permission].

This permission is granted under the following terms:

1. [Term or condition 1]
2. [Term or condition 2]
3. [Term or condition 3]

Please feel free to contact me if you have any questions or require further clarification regarding this permission.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]