

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request permission for [specific request, e.g.,
"the use of your facilities for our upcoming event"].

Details of the request are as follows:

- Purpose: [Explain the purpose of the request]
- Date(s): [Specify date(s) and time(s)]
- Location: [Specify location if applicable]
- Additional Information: [Any other relevant details]

I appreciate your consideration of my request and look forward to your
favorable response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]