

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

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

Subject: Permission Letter for [Specify Purpose]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request permission for [describe the purpose and details of the permission you are seeking, e.g., using a facility, conducting an event, etc.].

The details of the request are as follows:

- Purpose: [Briefly describe the purpose]
- Date(s): [Specify the date(s) for which permission is requested]
- Location: [Specify the location]
- Expected Number of Participants: [Include numbers if applicable]
- Additional Information: [Any relevant details such as special requirements, etc.]

I appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Company/Organization Name] (if applicable)