

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

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

Dear [Recipient Name],

Subject: Permission Request for [specific purpose]

I hope this letter finds you well. I am writing to formally request permission for [specific purpose, e.g., "access to the facilities," "to conduct research," etc.] related to [briefly explain the context, e.g., "my upcoming project," "my research study," etc.].

The details of the request are as follows:

- Purpose: [Explain the purpose in detail]
- Date(s): [Specify dates]
- Duration: [Specify duration]
- Any specific requirements: [List any requirements]

I assure you that I will follow all necessary protocols and guidelines during this process. Thank you very much for considering my request. I look forward to your positive response.

Best regards,

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