

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

[Recipient's Name]
[Recipient's Title]
[University Name]
[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission Request

I am writing to request permission for [specific purpose, e.g., attending a seminar, conducting research, etc.] at [specific location or event] on [date(s)].

As a [your position, e.g., student, researcher, etc.] at [your department, university], I believe that participating in this [event/activity] will greatly contribute to my [academic/professional development].

Details of the event are as follows:

- Event Name: [Name of the event]
- Date(s): [Event date(s)]
- Location: [Event location]
- Purpose: [Brief explanation of the purpose]

I assure you that I will adhere to all rules and regulations set forth by the university and submit any required reports upon my return.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Department/Class]