

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

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

Subject: Request for Land Usage Permission

Dear [Recipient's Name],

I am writing to formally request permission to use the land located at [specific location or address]. The intended use of the land is [describe the purpose, e.g., agricultural, residential, commercial, etc.].

Details of the request:

- Purpose of use: [Brief description]
- Duration: [Specify the duration of the usage]
- Any potential impacts on the environment/community: [Briefly describe]

I assure you that I will comply with all applicable laws and regulations and take every precaution to mitigate any negative impact during the usage period.

Please let me know if there are specific forms or additional information required to process this request. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

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