

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission for the usage of land located at [specific location or address]. The intended use of this land is [briefly describe the purpose, e.g., community garden, agricultural project, etc.].

[Provide a brief overview of the project, including benefits to the community, any relevant background, and any support received].

I believe this project will [explain the positive impact, such as enhancing community engagement, promoting sustainability, etc.].

I would appreciate your consideration of this request and look forward to the opportunity to discuss it further. Please feel free to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

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