

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

[Recipient Name]  
[Recipient Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission for [specific request or action, e.g., "using the facilities at JXN for our upcoming event"].

Details of the request:

- Date of event: [Insert date]
- Time: [Insert time]
- Purpose: [Insert purpose]
- Expected number of attendees: [Insert number]

We understand the importance of adhering to all regulations and guidelines and assure you that we will [mention any relevant compliance, e.g., "follow all safety protocols"].

Please let me know if you require any additional information. I look forward to your favorable response.

Thank you for considering our request.

Sincerely,

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