

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission for [briefly state the purpose, e.g., using specific materials, conducting an interview, etc.], which I believe will greatly benefit [explain the reason or project briefly].

I assure you that [mention any relevant guidelines, considerations, or respect for confidentiality]. If granted, I will [describe how you will use the permission responsibly and ethically].

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

Sincerely,

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