

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Company Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Permission

I hope this letter finds you well. I am writing to seek your permission for [describe the specific activity or request you need permission for, e.g., using a location, accessing resources, etc.].

[Provide a brief explanation of the purpose and importance of your request, including any relevant details about the event or usage.]

We are committed to ensuring that [mention any measures you will take to comply with rules, regulations, or guidelines related to your request].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

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