

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

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

Dear [Recipient Name],

I am writing to formally request permission for [specific action or use, e.g., "the use of XJX in our upcoming project"].

Details of the request are as follows:

- ****Purpose****: [Explain why you need permission]
- ****Duration****: [Specify the time frame for which permission is needed]
- ****Scope****: [Outline any relevant details regarding how you intend to use XJX]

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

Thank you for your attention.

Sincerely,

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