

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[University of South Carolina]  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request permission for [specific request or activity] that is scheduled to take place on [date(s)] at [location].

[Briefly explain the purpose of the request and any relevant details or context. Include how it aligns with university policies and any benefits it may provide.]

I assure you that all necessary precautions will be taken to ensure compliance with university regulations and safety protocols.

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

Thank you for your time.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Major]