

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

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

**Subject: Permission Request**

Dear [Recipient Name],

I am writing to formally request your permission for [briefly state the purpose or activity for which permission is being sought].

[Provide any necessary details, context, or justification related to your request.]

I would greatly appreciate your consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your time and attention.

Sincerely,

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