Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

Respected Mr. /Ms. Last Name:

Re: Sample Letter of Permission to Use Property

I draft this letter to seek your official permission to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of property) for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (exact purpose of the request). The event in question is \_\_\_\_\_\_\_\_\_\_\_\_ (specify the exact event).

It shall start from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (when the event shall commence) and end in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (when the event shall come to an end) and shall last \_\_\_\_\_\_\_\_\_\_\_\_\_ (specify the entire duration of time).

Kindly furnish me with the exact quote of the amount of money that you shall demand in exchange for the property. Ream me via this telephone contact XXX-XXX-XXXX for any urgent issues.

I look forward to hearing from you soonest possible!

Respectfully,

Signature (hard copy letter)

FirstName LastName