Subject: Your Name – Sample Letter of Permission to Use Property

Dear Mr. /Ms. Last Name:

This \_\_\_\_\_\_\_\_\_\_\_\_ (specify the date and day), I shall hold \_\_\_\_\_\_\_\_\_\_\_\_ (specify the event). I am short of space on my premises. I subsequently request that you allow me to use your property for the same.

The event shall around \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify the number of hours or day) and shall kick off from \_\_\_\_\_\_\_\_\_\_\_\_ (date and time) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and time).

I know you have terms of references that govern your lease of such pieces of property. I ask that you furnish me with the same to enable me to adjust my expectations appropriately.

Hoping for the very best from you,

Sincerely,

Your name