

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

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

Subject: Request for Permission to Conduct Photography Sample

Dear [Recipient's Name],

I am writing to formally request permission to conduct a photography sample at [specific location/event name], managed by your esteemed organization. The objective of this project is to [briefly state the purpose, e.g., "document the atmosphere of the event for educational/promotional/research purposes"]. This initiative aims to [explain intended use of the images, e.g., "produce sample images for my professional portfolio, promotional materials, or a specific publication"].

The photography will be conducted on [date(s)] at [specific location(s)]. All activities will be carried out with respect for attendees' privacy and property, and I am committed to complying with your organization's regulations and any relevant legal and ethical requirements. If necessary, I am able to provide consent forms for participants and abide by any additional guidelines you deem necessary.

Please find attached further details regarding the schedule, intended use of the photographs, and sample consent forms. Should you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

I respectfully request your authorization to proceed with this photography sample. I am happy to discuss any concerns you may have at your earliest convenience. Thank you for considering my request.

Sincerely,  
[Your Name]