

Formal Letter for Permission to Use Premises

A **formal letter for permission to use premises** is a professionally written request seeking authorization to use a specific location for an event, meeting, or activity. This letter typically includes details such as the purpose of use, date and duration, and any requirements or responsibilities.

Sample Template

[Your Name]
[Your Address]
[City, State, ZIP]
[Date]

Dear [Recipient's Name],

I am writing to formally request permission to use **specific premises** located at **address** on **date(s)** for **purpose**. We assure you that all activities will be conducted responsibly and any necessary precautions will be taken.

Kindly let me know if you require any further information or conditions to grant this permission.

Thank you for considering my request.

Sincerely,
[Your Name]

Example

Sarah Johnson
456 Green Street
Springfield, IL 62704
June 10, 2024

Dear Mr. Thompson,

I am writing to formally request permission to use the Springfield Community Hall located at 789 Main Avenue on July 15, 2024, from 2:00 PM to 7:00 PM for our annual charity fundraising event. We assure you that all activities will be conducted responsibly, and we will comply with all facility regulations and safety protocols.

Kindly let me know if you require any further information or specific conditions to grant this permission.

Thank you for considering my request.

Sincerely,
Sarah Johnson