

# Sample Formal Request Letter for Permission to Visit Factory Premises

[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]  
[Address]  
[City, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,  
The Manager  
[Factory Name]  
[Factory Address]  
[City, Zip Code]

Subject: **Request for Permission to Visit Factory Premises**

Dear Sir/Madam,

I am writing on behalf of [Your Organization/Institution], to formally request your kind permission for a visit to your esteemed factory premises. The primary purpose of this visit is to [state the purpose, e.g., enhance our students' practical understanding of manufacturing processes / conduct an industry analysis / explore partnership opportunities, etc.].

We propose to visit on [proposed date] at [proposed time], and our group will comprise [number] individuals, including [mention if any faculty members/supervisors or other staff will accompany, if applicable]. We assure you that all visitors will adhere strictly to your safety and security protocols during the visit.

Kindly inform us if any further formalities or documentation are required prior to the visit. We would greatly appreciate your support in granting us the necessary permission.

We look forward to your positive response.

Thank you for your time and consideration.

Yours sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]