TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Seeking permission to use public area

Respected Sir/ Madam **[Name]**,

With due respect, I am **[name]** and I am a resident of **[name]** [mention location]. I am writing this letter to inform you that we are looking forward to **[organize function/ organize event/ carry out shooting/ family occasion/ any other]** and for which we are looking forward to use **[mention location]** for the said celebration.

I write this to seek your kind permission to use the mentioned property on **[date]**. In the stated celebration there will be food, competitions, sports, and games. A total number of **[mention number of people]** people will be joining the event.

I ensure that the property would not be harmed, and the property would be cleaned properly after the event ends. I request you to kindly look into the same and allow us to use the mentioned property on the requested date. I shall be highly obliged for your kind approval. In case you have any queries, you may contact me at **[contact number]**.

Thanking you,

Yours Truly,

**[Name]**   
**[Address]**   
**[Contact number]**