**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

[Date]

Dear [Recipient Name]**,**

I, [Name]**,** hereby give [Recipient Name] the permission to use my premises located on [premises location] to [a list of permitted or authorized actions or the main reason for using the premises].The premises may not be used to [a list of disallowed activities, optional]. This authorization is valid from [Date] until [Date]**.**

[Recipient Name] is expected to hand over the premises in the same condition that it was received. He shall be responsible for damages that may occur during the usage.

Sincerely,

[Signature]

[Name]