**TEMPLATE LETTER  
PERMISSION TO PLAY SPORTS LETTER**

To,

(Mention name of the sender)

(Designation of the respective person)

(Mention name of the addressee)

**Subject: Letter of Permission to Play Sports**

Respected madam/sir,

This letter is to inform (mention the name of the organization or agency) that I (mention your name) from (mention the place where you are staying) would like to ask for permission to play sports at (mention the name of the area). I and my friends would like to play at the ground for our sports practice.

We will play for a specific duration of time from 4 pm to 6 pm on alternative days. (Mention your own specific time and duration according to you, this is just an example given).

This letter is to request you for granting us permission to play in the area. This will be a great help to me and to my friends. We will be highly obliged to you.

For any further information or queries, you can reach to me at (mention phone number) or through an email (mention email address).

Thanking you

Sincerely

(Mention name of the sender)