**LETTER TEMPLATE**

**LETTER FOR GRANTING PERMISSION TO USE PROPERTY**

Date

Authority name

Address

***Sub: Request for Granting Permission to Use Property***

Dear Sir,

Reference is made to your letter dated **(Date)**. Your request to seek our permission to use our property near river road **(Area name)** has been considered at an appropriate level. We are pleased to inform you that you are hereby granting the requisite permission. In this regard, you are therefore informed to visit our office the coming wed to carry out all the legal formalities to finalize the property usage agreement, please.

Yours sincerely,

Your name

Contact no. and signature