**[Sender Name]**

[Sender Title]

|  |  |  |
| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

[Date]

Dear [Recipient Name],

I would like to request the permission to use your premises that is located on [location] to [the reason for usage] from [Date] to [Date].

I pledge to release the premises in the same condition that it was handed over to me.

Sincerely,

[Signature]

[Your Name]