

# Request for Permission to Access Database

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[Your Email]  
[Your Phone Number]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission to access the [Specific Database Name] for the purpose of [briefly explain purpose, e.g., research, data analysis, etc.].

This access will be instrumental in [explain how it will help your work or project], and I assure you that I will adhere to all applicable guidelines and protocols regarding data handling and privacy.

Please let me know if there are any forms or procedures that need to be followed to facilitate this request. I am happy to discuss this further at your convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]