

Request for Permission to Operate Electronic Device

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Address]

Dear [Recipient Name],

I am writing to request permission to operate an electronic device [specify the device, e.g., laptop, tablet, etc.] during [specify occasion, e.g., class, event, etc.]. The device will be used for [briefly explain the purpose, e.g., educational purposes, presentations, etc.].

I assure you that I will adhere to all guidelines and regulations regarding the use of electronic devices within [specify location, e.g., classroom, venue, etc.]. I understand the importance of maintaining a conducive environment and will ensure that my usage is respectful and non-disruptive.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]