

# Permission Letter for Public Speaking

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am writing to formally request permission to speak on behalf of [Group Name] at [Event/Location] on [Date]. As a representative of [Group Name], I aim to discuss [Briefly state the purpose of the speech].

This opportunity will help us to [Explain the importance of this speaking engagement for the group]. We believe that our message will resonate well with the audience and contribute positively to the event.

We appreciate your consideration of our request and hope to receive your approval at your earliest convenience. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Group Name]  
[Contact Information]