

Overnight Guest Permission Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission for my friend [Insert Guest's Name] to stay overnight at my residence on [Insert Date].

The purpose of their visit is [briefly explain reason, e.g., "to catch up, attend an event, etc."]. We will ensure that their stay is comfortable and respectful of the household rules.

Please let me know if you require any additional information or if there are any concerns regarding this request.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]