

# Permission Request for Temporary Driveway Use

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request permission to use your driveway located at [Address of the Driveway] for a temporary period.

The planned use of the driveway is due to [brief explanation of the reason, e.g., construction work, moving in/out, etc.], which is expected to occur between [start date] and [end date]. I would ensure that the driveway is used responsibly and that access is maintained for your neighbors.

Should you agree to this request, I would be more than willing to discuss any conditions you may have for the use of your driveway. I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]