

# Request for Emergency Driveway Space Usage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to utilize the driveway space located at [specific location] for emergency purposes. Due to [brief explanation of the emergency situation], this space is essential for [reason for use, e.g., emergency vehicle access, medical assistance, etc.].

We will ensure that all activities are conducted in a safe and responsible manner, minimizing any disruptions to the surrounding area. We would greatly appreciate your prompt attention to this matter, given the urgency of the situation.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

[Your Name]