

Permission Confirmation for Resource Utilization

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Organization]
[Your Address]
[Your Email]
[Your Phone Number]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]

Dear [Recipient's Name],

I am writing to confirm that permission has been granted for the utilization of the following resources: [List the resources to be utilized]. This approval is effective from [Start Date] to [End Date].

Please ensure that all usage adheres to the terms and conditions outlined in our previous discussions/agreements. Should you have any questions or require further clarification, feel free to contact me at your convenience.

Thank you for your attention to this matter. We look forward to successful collaboration.

Sincerely,
[Your Name]
[Your Position]