

# Letter of Inquiry for Authorization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about obtaining authorization to send you regular email updates regarding [specific purpose or subject]. We believe these updates will be beneficial for keeping you informed about [briefly explain the content of the updates].

If you are open to receiving these updates, please let us know your preferred email address and any other preferences you might have regarding the frequency and content of the updates.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]