

Business Activity Permission Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to request permission for our company, [Your Company Name], to conduct [Describe the Business Activity] at [Location or Venue] on [Date(s)]. This activity will include [Brief Description of Activities].

We believe this activity will benefit [Explain Benefits] and comply with all necessary regulations and safety standards.

Please let us know if you require any additional information or documentation to process our request. We look forward to your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]