

Asset Permission Letter

From: [Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission for Use of Business-Owned Assets

I am writing to formally grant permission for the use of the following business-owned assets:

- [Description of Asset 1]
- [Description of Asset 2]
- [Description of Asset 3]

These assets may be utilized for the purpose of [describe the intended purpose]. The permission is granted under the following conditions:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

This permission is valid from [Start Date] to [End Date]. Please ensure that all terms are adhered to during this period.

We appreciate your cooperation and look forward to your adherence to these guidelines.

Sincerely,

[Your Name]
[Your Position]
[Company Name]