

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Request for Corporate Property Use

Dear [Recipient Name],

I am writing to formally request permission to use [specific property name or description] for [purpose of use] on [date(s) of intended use]. This would greatly benefit our team in [briefly explain the benefits and importance of this use].

We assure you that all guidelines and protocols will be adhered to during the use of the property. Please let me know if you require any further information or if there are any forms or agreements that need to be completed prior to our use.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]