

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Application for Authorization to Reference Business Case Study

Dear [Recipient's Name],

I am writing to seek authorization to reference [Company/Organization Name] in a business case study I am preparing as part of [describe the purpose, e.g., my research project, academic coursework, etc.]. This study aims to analyze [briefly explain the focus of the case study].

Given [Company/Organization Name]'s significant contributions and role in [mention the relevant field or industry], I believe your insights and experiences would greatly enhance the quality and depth of my research. I assure you that the information will be presented respectfully and accurately.

Please let me know if you require any further details regarding the study or if there are any specific guidelines I should follow. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position, if applicable]