

Formal Request to Use Business Case Study

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your permission to use the [Title of Business Case Study] in an upcoming presentation I am preparing for [mention purpose, e.g., a course, a seminar, etc.]. The insights and findings presented in this case study would greatly enhance the quality of my presentation and provide valuable context to my audience.

I assure you that the case study will be credited appropriately, and I will reference your work as per academic standards. Should you require any additional information or have specific conditions for its use, please let me know.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]