

Permission Request for Business Case Study Utilization

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 [Your Name], [Your Position] at [Your Institution/Organization Name]. We are currently conducting a case study for our [specific course/program], and I am reaching out to request your permission to utilize [specific business name or project] as a part of our analysis.

The case study aims to explore [briefly describe the purpose and scope of the study]. We believe that including your business will provide valuable insights and contribute significantly to the learning experience of our participants.

We assure you that any information shared will be treated with the utmost confidentiality and will only be used for educational purposes. If granted permission, we would be more than happy to share our findings with you and provide any acknowledgment you deem appropriate.

Please let us know if you require any further information or if there are specific guidelines we should follow. We hope for a positive response and look forward to the possibility of including your esteemed business in our study.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Your Contact Information]