

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your approval to use the [specific business case study name] for [specific reason or purpose, e.g., an upcoming presentation, academic research, etc.].

This case study provides valuable insights on [briefly describe the key aspects of the case study and its relevance to your purpose]. I believe that utilizing this resource will enhance our understanding and analysis of [mention any relevant topics or objectives].

Please let me know if you have any concerns or require additional information. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]