

Sample Letter Giving Permission to do Something

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Permission for [Specific Activity]

Dear [Recipient's Name],

I am writing this letter to formally grant permission to [Name of the Person Being Given Permission] to [describe the specific activity, e.g., conduct research, use premises, operate machinery, etc.], starting from [start date] to [end date].

After reviewing all relevant details and assessing the impact and benefits of the proposed activities, I am confident in [Name of the Person]'s ability and commitment to adhere to our agreed standards and regulations. It is important that all procedures are followed meticulously, and that any necessary reports or outcomes are submitted by the agreed deadlines.

Please ensure that all activities are conducted responsibly and that any resultant data or findings are handled confidentially, as per our prior discussions. Should there be any changes or additional requirements, please inform me promptly.

Thank you for your attention to this matter. I look forward to seeing the outcomes of this endeavor and wish you success in your undertakings.

Sincerely,

[Your Name]

[Your Position]