

Official Letter Requesting Resource Use

Subject: Request for Permission to Use Company Resources

Dear [Manager's Name],

I am requesting permission to utilize [specific company resources, e.g., conference room, equipment, software] for [purpose, e.g., project presentation] on [Date]. This will facilitate the completion of [project/task] efficiently.

I will ensure proper use and care of the resources and return them in the original condition.

Thank you for your consideration.

Kind regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-letter-asking-requesting-or-seeking-permission>