

Permission Request Letter For Gate Pass

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a gate pass for [mention purpose, e.g., "entry into your premises for an official visit" or "access to the restricted area for delivery purposes"]. I would need the pass on [specify date(s)] from [specify time] to [specify time], if possible.

The reason for this request is [explain the purpose, e.g., "to attend a meeting with [person or department]" or "to deliver important materials"]. I assure you

that all the necessary protocols will be followed, and I will provide any required identification or documents as needed.

Kindly let me know the procedure or any additional information required to facilitate this request. I appreciate your assistance and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if submitting a printed letter)]