

Permission Request Letter For Tree Planting

[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 request permission to conduct a tree-planting activity on [specific location, e.g., "the grounds of your organization" or "public property managed by your office"]. The goal of this initiative is to [explain the purpose, e.g., "promote environmental sustainability" or "enhance the aesthetic and ecological value of the area"].

Our proposed date for the event is [mention date], and we are planning to plant [mention number and type of trees]. We will ensure that the activity

complies with all environmental and safety regulations, and we will take full responsibility for the maintenance of the planted trees.

Please let me know if there are any formalities or additional permissions required. We would be grateful for your approval and any guidance you can provide regarding the process.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if submitting a printed letter)]