**APPENDIX 10**

**GREY4GREEN - request of legal authorisations**

Please change the text highlighted in green.

Dear **name**,

This letter is to request **permission to conduct type of activity at location on date**. The goal of **this activity** is to **provide a brief explanation of the planned activity**.

**Provide additional details about the planned activity, such as expected timing, estimated number of attendees, logistics related to the activity, need for special accommodations, and any other relevant information.**

We understand the property is owned by **entity** and we would like to ask for your permission to be able to use **this space**. We assume **the entity** is agreeable to such activity, but we would like to submit this formal request to establish our right to use the space.

We would also like to assure you that we will do our best to maintain the cleanliness and order of the facility throughout and after the event, as well as making sure to leave it in its original condition. We are also prepared to pay any fees associated with the use of space.

We look forward to hearing from you and thank you for your consideration of our request. Please do not hesitate to contact us if you have any further questions or concerns.

Sincerely,

**Your Name**