To,

(Mention name of the sender)

(Designation of the respective person)

(Mention name of the addressee)

Subject- for Permission to Visit an Orphanage

Respected madam/sir,

We would like to request you through this letter that we would like to visit your orphanage f along with my friends on the day (mention the date on which you want to visit).

We all are working as social workers in the organization (mention the name and location of the organization) for previous (mention time period) years. We always try to help people who are living difficult lives around us.

We already have the experience of working with many well-known organizations in our working life.

Being responsible citizens and social workers of the country, we always dream of helping the needy people of many country regions. To fulfill our dream to help others, we are requesting your permission to visit your orphanage to help others.

We are very eager to meet with the people of your organization.

We hope you will accept this letter of our request and permit us to visit your organization for some time on the day (mention the date). We can assure you that we will try our best to follow the rules and regulations of your organization.

This is a formal request to you to allow us to visit your orphanage. I would like to request you on behalf of our group, to please accept our permission letter and give us the opportunity to visit your orphanage.

This will be a great help to us, and we all be indebted to you for your kindness.

We would also like to offer you our heartfelt thanks in advance with the hope that you will accept our request and grant us permission to visit your orphanage for some hours.

For any additional queries, you can contact our organization at (mention phone number) or through an email (mention email address).

Hope our request will be accepted and we will be obliged with the permission.

Thanking you,

Sincerely,

(Mention name of the sender)