

[Name of the sender]

[Designation of the respective person]

To,

[Name of addressee]

Subject: Letter for Permission for Medical Treatment

Respected sir/madam,

This letter is to request [mention the organization's name] to grant me permission for medical treatment. A few days back, I had met with an accident due to which I got injured with major issues in my body. For continuing the treatment, the authorization is asking for permission from you regarding my medical treatment.

I hereby request you to kindly grant my permission so that I can the doctors can resume my treatment and I get better soon. This is my earnest to you, please accept my letter and grant me permission.

I have enclosed all the documents required for it with this letter. Please find the attachment for your reference and do the needful. I will be highly obliged to you.

If you have any further queries, you can reach us at [mention phone number] or through an email [mention email address].

Thanking you

Sincerely,

[Name of the sender]