SAMPLE PERMISSION REQUEST

From: **The Center for Excellence <Organization Name >**

Subject:Requesting Your Permission

You are receiving this e-mail as a supporter of **<Organization Name >**. If you do not wish to receive e-mail from us, please see below.

We are in the process of updating our database. Your name and address are in our database, but we would like to know if we have your correct e-mail address.

**The Center for Excellence promotes the thriving culture of excellence in people throughout the Greater Metropolis area with a wide array of cultural programs, educational events, mental health and social services, and extensive programs.** We are located at **9000 Excellence Ave., Metropolis, SC 29492**. To learn more about **The Center for Excellence**, please visit our website at **www.sampletest.org**.

E-mail is an effective and less expensive means to communicate with our constituents and we would like to use it to contact you. However, if you do not wish to receive e-mail from **The Center for Excellence**, please click here and you will be removed from our email list.

We do not send unsolicited e-mail. Should you have any questions about this message, please contact us at **555-555-2200** or **advancement@sampletest.org**.

Thank you for your support and have a great day.

Sincerely,

**<Organization Name >**.

**123 Main St**

**Anytown, USA**

**www.excellentorg.com**