

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
DC Police Department
[Department Address]
[City, State, ZIP Code]

Dear [Recipient Name],
Subject: Request for Permission

I am writing to formally request permission for [briefly describe the activity, event, or request, including date, time, and location].
The purpose of this activity is [explain the purpose and importance of the activity]. We believe that this event will [mention any community benefits or reasons for the request].

We assure you that all necessary measures will be taken to ensure safety and compliance with local regulations. [Include any details about security arrangements, permits, or insurance if applicable].

We appreciate your consideration of our request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Organization, if applicable]