

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

[Recipient's Name]  
[Church Name]  
[Church Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to request approval and support for an upcoming activity organized by [Your Organization or Group Name] at [Church Name].

The activity is scheduled for [Date and Time] and will be held at [Location]. The purpose of this event is to [briefly explain purpose - e.g., foster community spirit, promote fellowship, or any specific objectives].

We anticipate approximately [number] participants, including members of our congregation and the community. The planned activities include [brief overview of activities].

In order to successfully execute this event, we would greatly appreciate your assistance with [specific requests, such as using church facilities, financial support, promotional help, etc.]. We are committed to ensuring that this activity aligns with the values and mission of our church.

Thank you for considering our request. I look forward to your response and hope to collaborate on this meaningful event.

Warm regards,

[Your Name]  
[Your Position/Role]  
[Your Organization or Group Name]