

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

[Recipient Name]
[Recipient Position]
[National Transport and Safety Authority]
[NTSA Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Event Approval

I hope this letter finds you well. I am writing to formally request approval for our upcoming event, [Event Name], which is scheduled to take place on [Event Date] at [Event Location].

Event Details:

- ****Event Name:**** [Event Name]
- ****Date:**** [Event Date]
- ****Location:**** [Event Location]
- ****Purpose:**** [Brief description of the event]
- ****Expected Attendance:**** [Number of participants]
- ****Organizers:**** [Your Organization]

We are committed to ensuring the safety and compliance of our event and have taken the following measures:

- [List safety measures, e.g., traffic management plan, first aid services, etc.]
- [Any relevant permits or licenses already obtained]

We believe that this event will [mention benefits of the event, e.g., promote road safety, community engagement, etc.].

We kindly ask for your approval to proceed with this event. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Organization]