

[Your Society's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Clearance Letter for Neighborhood Activities

Dear [Recipient Name],

We are writing to formally notify you that [Your Society Name] has reviewed and approved the proposed neighborhood activities scheduled for [date(s) of event(s)].

Details of the activities are as follows:

- Activity Name: [Activity Name]
- Date(s): [Date(s)]
- Time: [Start Time] to [End Time]
- Location: [Activity Location]
- Purpose: [Brief description of the purpose of the activities]

We confirm that all necessary permissions have been obtained, and we expect that the event will be conducted in accordance with community guidelines and regulations.

Should you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Society Name]

[Your Contact Information]