

[Your Society's Letterhead]

[Date]

To,

[Recipient's Name]

[Designation]

[Address]

Subject: Permission for Community Activities

Dear [Recipient's Name],

We, the members of [Your Society's Name], would like to request permission to conduct community activities on [proposed dates] at [proposed location]. The activities include [brief description of activities], aimed at [purpose of activities, e.g., promoting community engagement, awareness, etc.].

We ensure that all necessary safety measures and guidelines will be followed to maintain a safe environment for all participants.

We would appreciate your positive response to this request. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Society's Name]

[Contact Information]