

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

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

Subject: Permission Request for Sports Event

Dear [Recipient's Name],

We, the members of [Your Society Name], are excited to announce that we are organizing a [name of the sports event] scheduled for [date(s)] at [venue/location].

The event aims to [briefly explain the purpose and significance of the event, e.g., promote sports, encourage community participation, etc.]. We anticipate participation from [number] participants from [mention any specific groups or communities, if applicable].

We kindly request your permission to conduct this event, and we assure you that all safety measures and regulations will be followed to ensure a smooth and successful event.

Attached with this letter are the details of the event, including the schedule, proposed activities, and our plan for safety and security.

We would greatly appreciate your support and permission to proceed.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Society Name]