

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

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

Subject: Permission Request for Cultural Program

Dear [Recipient's Name],

We, [Your Society's Name], would like to request your permission to conduct a cultural program titled "[Program Title]" on [Date(s) of the event] at [Location/Venue].

The objective of this program is to [briefly explain the purpose and significance of the program]. We believe this event will foster community spirit and promote cultural awareness among attendees.

Details of the program are as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Venue: [Insert Venue]
- Expected Participants: [Insert Number of Participants]
- Activities Planned: [List major activities or performances]

We assure you that all necessary precautions and arrangements will be made to ensure a smooth and successful event.

We kindly request your approval for the same and look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Society's Name]