

[Your Name]
[Your Position]
[Your Organization/Committee Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[City Council/Committee Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Permission Request for [Event Name]

I am writing to formally request permission to hold [Event Name] on [Event Date] at [Event Location]. The purpose of this event is to [briefly describe the purpose and goals of the event].

We expect [number of attendees] participants and plan to include [brief description of activities, entertainment, etc.]. We will ensure that all necessary safety and security measures are in place.

Enclosed with this letter are the details of the event, including [additional documents like the event schedule, layout plan, etc.]. We are committed to working closely with your office to ensure compliance with all local regulations.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

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