

[Your Society/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Permission Note for Special Occasion

Dear [Recipient Name],

We, the members of [Your Society/Organization Name], are writing to request permission to [briefly describe the special occasion, e.g., hold a celebration, conduct an event, etc.] on [date] at [location].

Details of the Occasion:

- ****Event Title:**** [Title of Event]

- ****Date and Time:**** [Date] from [Start Time] to [End Time]

- ****Location:**** [Venue Name/Address]

- ****Purpose/Description:**** [Briefly describe the purpose of the event and any activities planned]

We assure you that all necessary precautions and policies will be followed to ensure a safe and enjoyable experience for all attendees.

We kindly request your approval for this occasion and would appreciate your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Society/Organization Name]