

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

Subject: Request for Permission to Celebrate [Festival Name]

Dear [Society Representative's Name],

I hope this letter finds you well. I am writing to seek permission to celebrate [Festival Name], which is scheduled to take place on [Date(s)] at [Location].

We anticipate that this event will not only promote community spirit but also provide an opportunity for residents to come together in celebration. We plan to organize various activities, including [list activities, e.g., cultural performances, food stalls, games, etc.], while ensuring that all events comply with safety regulations.

We assure you that we will take all necessary precautions to maintain cleanliness and minimize any disturbances to the community. We would be grateful for your support in this endeavor and are happy to discuss any specific guidelines or requirements set by the society.

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

Warm regards,

[Your Name]
[Your Position/Role, if applicable]
[Signature, if sending a hard copy]