

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for an alcohol permit for [specific event or establishment name]. The details of the application are as follows:

Event/Establishment Name: [Name]

Event/Establishment Address: [Address]

Date of Event: [Date]

Type of Alcohol: [Type of alcohol (wine, beer, spirits, etc.)]

Estimated Attendance: [Number of attendees]

The alcohol will be served in accordance with all state and local regulations. We will ensure that appropriate measures are in place for responsible serving and compliance with all legal requirements.

Enclosed, please find the completed application form along with all necessary documents required for the permit process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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