

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a permit for an event that we are planning to hold on [date] at [location]. The event will [briefly describe the event: its purpose, expected attendance, and any other relevant details].

We anticipate that the event will take place from [start time] to [end time], and we expect approximately [number] attendees. We are committed to ensuring that the event is conducted in a safe and orderly manner, and we will adhere to all guidelines and regulations set forth by your office.

[Include any additional information relevant to the permit request, such as permits already obtained, security arrangements, plans for cleanliness, etc.]

Please let me know if there are any forms or additional information you require to process this request. I am looking forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]