

# Amendment Request for Temporary Event Permit

Date: [Insert Date]

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

[Permit Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Permit Office Contact's Name],

I am writing to formally request an amendment to the temporary event permit originally approved for [Event Name] scheduled on [Original Date] at [Event Location].

The requested amendments are as follows:

- [Detail the first amendment]
- [Detail the second amendment]
- [Detail any additional amendments]

These changes are necessary due to [briefly explain the reason for the amendments]. I believe these adjustments will enhance the event experience while still adhering to all safety and regulatory guidelines.

Please find attached any relevant documents to support my request. I appreciate your attention to this matter, and I am hopeful for a prompt response. Do not hesitate to contact me at [Your Phone Number] or [Your Email Address] for any additional information or clarification.

Thank you for your consideration.

Sincerely,  
[Your Name]