

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Subject: Appeal for Denied Temporary Event Permit

Dear [Recipient's Name],

I am writing to formally appeal the denial of my temporary event permit application submitted on [date of application] for the event scheduled to take place on [event date] at [event location]. I appreciate your thorough review of my application; however, I would like to address the reasons for the denial and provide additional information.

[Briefly explain the reason for the denial and counter it with your reasons or evidence. Explain why the event is important, including community benefits, expected attendance, and any corrective measures you plan to implement.]

I believe that with the information I have provided, my event aligns with the community guidelines and will provide significant value to our residents. I kindly ask you to reconsider my application for the temporary event permit.

Thank you for your time and consideration. I look forward to your positive response and am happy to provide any further details to facilitate the approval process.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]