

Feedback on Temporary Event Permit Process

Date: [Insert Date]

To: [Insert Relevant Authority/Agency]

From: [Your Name]

Subject: Feedback on Temporary Event Permit Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on the temporary event permit process that I recently experienced while organizing [Event Name] on [Event Date].

Positive Aspects

- The application form was intuitive and straightforward.
- Response time from the permits department was impressive.
- The clarity of the guidelines provided online was greatly helpful.

Areas for Improvement

- More detailed instructions regarding required documentation would be beneficial.
- Consider expanding the hours of operation for in-person consultations.
- Streamlining the payment process could improve overall efficiency.

Thank you for your attention to this matter. I appreciate the efforts made by your team and hope that my feedback can contribute to enhancing the experience for future applicants.

Best regards,

[Your Name]

[Your Contact Information]