Inquiry About Temporary Event Permit Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for a temporary event permit submitted on [Insert Submission Date] for [Insert Event Name or Description].

As the event date is approaching on [Insert Event Date], I would appreciate any updates you could provide regarding the approval process. Please let me know if there are any additional documents or information needed from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]