

Request for Temporary Event Permit Renewal

Date: [Insert Date]

To Whom It May Concern,

I am writing to request the renewal of our temporary event permit for [Event Name], which is scheduled to take place on [Event Date(s)] at [Event Location]. We greatly appreciate your support in hosting this event in the past and would like to continue the tradition.

Our previous event was successful and well-received by the community. We have made improvements based on feedback received and are committed to ensuring a safe and enjoyable experience for all attendees. We will take all necessary precautions to comply with local regulations and maintain public safety.

Please find attached any required documentation along with this letter for your review. We hope to receive your favorable consideration for the renewal of our permit.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Address]