

Verification Letter for Temporary Event Permit

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify that [Organization/Individual Name] has submitted all required documentation for the temporary event permit for the event titled "[Event Name]" scheduled to take place on [Event Date] at [Event Location].

The following documents have been received and reviewed:

- Application Form
- Proof of Insurance
- Site Plan
- Vendor Agreements
- Public Liability Agreement

The event is approved subject to compliance with all local laws and regulations. We appreciate your cooperation in ensuring the successful execution of this event.

If you have any further questions or require additional information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]