

# Letter Template for Nightclub License Application

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of operating hours for [Nightclub Name], located at [Address]. Our current operating hours are [Current Hours], and we seek to extend them to [Proposed Hours].

As part of our commitment to the local community and responsible business practices, we believe that extending our operating hours will allow us to enhance customer experience and contribute positively to the nightlife atmosphere in our area.

We have taken proactive steps to ensure that our club maintains a safe and enjoyable environment, including [mention any security measures, noise control policies, etc.].

We kindly request your consideration of our application for the extended operating hours. Please find enclosed the necessary documentation and supporting materials for your review.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Nightclub Name]

[Contact Information]