

Application for Temporary Liquor Permit

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a temporary liquor permit for an upcoming event that I am organizing. The details of the event are as follows:

- **Event Name:** [Insert Event Name]
- **Date of Event:** [Insert Event Date]
- **Event Location:** [Insert Event Location]
- **Expected Attendance:** [Insert Expected Number of Attendees]

The purpose of this event is to [briefly describe the purpose of the event, e.g., fundraising, celebration, community gathering]. I assure you that we will adhere to all local regulations and responsibilities with respect to the serving of alcohol.

We plan to serve a selection of [mention types of alcohol, e.g., beer, wine, spirits] and will ensure that all attendees are of legal drinking age. We will also provide non-alcoholic beverages and food to all guests.

Attached to this letter are the required documents, including:

- A copy of the event venue agreement
- A detailed event plan
- Proof of responsible service training for staff

Thank you for considering our application. We look forward to your prompt response. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]