

Inquiry Regarding Special Event Liquor Licensing

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Organization: [Insert Organization Name]

Address: [Insert Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for obtaining a special event liquor license for an upcoming event we are planning, titled [Event Name], scheduled for [Event Date].

We are interested in understanding the following:

- The application process timeline
- Required documentation and fees
- Any specific regulations we should be aware of
- Deadlines for submission

We appreciate your assistance in helping us navigate this process and ensuring that we comply with all necessary regulations.

Thank you for your time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]