

Notification Letter

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Subject: Notification for Special Event Alcohol Service License

Dear [Insert Recipient Name],

We are pleased to inform you that your application for a Special Event Alcohol Service License for the upcoming event titled "[Event Name]" scheduled for [Event Date] has been officially approved.

The event will take place at [Event Location], and the service of alcohol will be permitted from [Start Time] to [End Time]. Please ensure that all service complies with local laws and regulations, including responsible serving practices.

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

Thank you, and we wish you a successful event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]