

Request for Special Event Liquor License Approval

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title/Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for a special event liquor license for an upcoming event that I am organizing. The event is scheduled to take place on [Event Date] at [Event Location]. We anticipate approximately [Number of Attendees] attendees, and the event will [briefly describe the purpose of the event, e.g., "be a fundraiser," "celebrate a holiday," etc.].

We plan to serve [types of alcohol to be served] and will ensure that all applicable laws and regulations are strictly followed. We will also arrange for appropriate measures to ensure the safety and well-being of all attendees.

I kindly request your guidance on obtaining the necessary permits and any required documents to facilitate this process. If you need any additional information or if there is an application form I should complete, please let me know.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]