

# Request for Firework Permit Issuance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Department/Office Name]

[City/County Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a firework permit for an event I am organizing on [insert date of event] at [insert location]. The event aims to celebrate [briefly describe the occasion], and we anticipate a large number of attendees.

We will ensure that all safety protocols and regulations are followed, and we are committed to maintaining a safe environment for all participants and nearby residents. We have also engaged with a licensed pyrotechnician to oversee the firework display.

Please find attached all necessary documentation, including our detailed plan of the event, proof of insurance, and any required fees.

I appreciate your attention to this matter and hope for a positive response at your earliest convenience. Should you require any further information or clarification, please feel free to contact me via email or phone.

Thank you for considering our request.

Sincerely,

[Your Name]