

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Explanation for Lost Event Permit**

Dear [Recipient's Name],

I am writing to inform you that I have unfortunately misplaced my event permit for [Event Name] scheduled on [Event Date]. I have searched extensively for the document but have been unable to locate it.

The permit was issued on [Issuance Date] under my name and is vital for the successful execution of the planned event. I understand the importance of this document for compliance and safety regulations.

I kindly ask for your assistance in reissuing the permit or advising me on the necessary steps to obtain a replacement copy. I appreciate your understanding of the situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]