

# Letter of Request for Temporary Business Permit Approval

Date: [Insert Date]

To,

The [Name of the Authority],

[Authority's Address Line 1]

[Authority's Address Line 2]

Subject: Request for Temporary Business Permit Approval

Dear [Name of the Authority],

I hope this letter finds you well. I am writing to formally request the approval of a temporary business permit for [your business name], which specializes in [brief description of business activities].

We are planning to operate from [start date] to [end date] at [location of the business]. This temporary permit is essential for us to [explain purpose or event, e.g., participate in local markets, fairs, or special events].

To support my request, I have attached the necessary documents, including [list any attached documents, such as application form, ID proof, etc.].

I kindly request your prompt attention to this matter, as we are eager to begin our operations and contribute positively to the community. Thank you for considering our request.

Looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]