

Application for Public Exhibition Permit

Date: [Insert Date]

To: [Authority Name]

Address: [Authority Address]

Dear [Authority Name],

I am writing to formally apply for a public exhibition permit for an event titled "[Event Title]," scheduled to take place on [Event Date] at [Event Venue]. This exhibition aims to showcase [brief description of the exhibition purpose and content].

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Venue]
- **Expected Attendance:** [Number of Attendees]

Please find attached relevant documents, including [list of attached documents, such as event layout, insurance documentation, etc.].

We are committed to adhering to all local regulations and ensuring a safe and enjoyable experience for all attendees. We appreciate your consideration of this application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]