

Notice for Exhibition Site Permit

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

We are writing to formally request a permit for the use of the exhibition site located at [Insert Address of Site] for an upcoming event organized by [Your Organization]. The details of the event are as follows:

- **Event Name:** [Insert Event Name]
- **Date of Event:** [Insert Date]
- **Duration:** [Insert Time Frame]
- **Description:** [Insert Brief Description of Event]

We are committed to adhering to all regulations and guidelines concerning the use of the exhibition site. A site map and additional documentation are attached for your review.

We kindly request your approval and look forward to your timely response to facilitate our planning process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]