

# Request for Public Display Permit

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[City/County Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a public display permit for [describe the purpose of the event, e.g., "an art exhibition," "a community festival," etc.] scheduled to take place on [insert date] at [insert location].

The event aims to [briefly describe the objectives and benefits of the display to the community]. We anticipate [insert expected attendance] attendees and have allocated resources for safety and accessibility.

We respect all regulations and are committed to ensuring that the event complies with city ordinances. Attached you will find our detailed event plan, including [mention any necessary documents, e.g., maps, insurance certificates, etc.].

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]