

# Letter of Submission for Festival Display Permission

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]

Dear [Recipient's Name],

I am writing to formally request permission to display at the upcoming [Name of Festival] scheduled for [Date(s) of Festival]. Our organization, [Your Organization's Name], is eager to participate and contribute to the vibrant atmosphere of the festival.

We plan to showcase [briefly describe what you intend to display, e.g., art, crafts, food, etc.], which aligns with the festival's theme of [mention the theme, if applicable]. Our goal is to enhance the experience for festival-goers and promote community engagement.

We assure you that all necessary safety protocols and guidelines will be adhered to during the display. Attached to this letter are the relevant documents, including our proposed layout and a list of materials to be used.

Thank you for considering our request. We look forward to the opportunity to contribute to this wonderful celebration. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Address]  
[Your Phone Number]