

# Amendment Request for Social Event License

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to our existing social event license (License Number: [License Number]) issued on [Original Issue Date]. We are planning to hold the event on [Event Date] and would like to make the following changes:

- Change in Venue: [New Venue Details]
- Change in Event Timing: [New Timing]
- Additional Activities: [Description of Additional Activities]

We assure you that all necessary safety and regulatory measures will be taken to comply with local laws. We understand that these changes require your approval, and we are hopeful for a favorable consideration.

Thank you for your attention to this matter. Please feel free to reach out if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Title/Position if applicable]

[Organization Name if applicable]