

Notification of Social Event License Application Submission

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We hereby notify you that we have submitted an application for a social event license for our event titled "[Insert Event Name]" scheduled to take place on [Insert Date] at [Insert Venue/Location].

The details of the event are as follows:

- **Event Name:** [Insert Event Name]
- **Date & Time:** [Insert Date & Time]
- **Location:** [Insert Venue/Location]
- **Expected Attendance:** [Insert Number of Attendees]
- **Purpose of the Event:** [Insert Purpose]

We have taken all necessary precautions and submitted all required documentation to ensure compliance with local regulations. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]