

Letter of Request for Social Event License Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Department Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for a social event license for an upcoming event to be held on [Event Date] at [Event Location]. The purpose of this event is to [Briefly Describe Purpose of the Event].

Details of the event are as follows:

- **Event Type:** [Type of Event]
- **Event Time:** [Start Time] to [End Time]
- **Expected Attendance:** [Number of Attendees]
- **Safety Measures:** [Describe Safety Measures, if any]

We are committed to ensuring that this event is conducted safely and in compliance with all local regulations. Enclosed with this letter are the necessary documents, including the event plan, insurance information, and any required permits.

Thank you for considering our request. We look forward to your prompt approval so that we may proceed with our plans. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]