

Temporary Liquor License Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Local Authority/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a temporary liquor license for an upcoming outdoor gathering scheduled for [Event Date] at [Event Location]. The event aims to [brief description of the event and its purpose].

The outdoor gathering is expected to attract approximately [number of attendees] participants. We plan to serve various alcoholic beverages responsibly and ensure compliance with all local and state regulations.

Please find attached the required documents, including:

- Completed application form
- Proof of event insurance
- Site plan of the event area
- List of licensed vendors

We appreciate your consideration of our application and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]