

Temporary Liquor License Application

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a temporary liquor license for a special event that will take place on [insert date] at [insert event location]. The event, [insert event name], is expected to draw approximately [insert expected number] attendees.

The details of the event are as follows:

- **Event Name:** [insert event name]
- **Date and Time:** [insert date and time]
- **Location:** [insert full address]
- **Type of Event:** [insert event type, e.g., fundraiser, wedding, festival]
- **Responsible Party:** [insert your name or organization]

We plan to serve [insert type of alcohol] and will comply with all local regulations regarding the sale and consumption of alcohol. We will ensure that there are appropriate measures in place for responsible service and safety.

Attached to this letter, you will find the necessary documentation including:

- A copy of the event plan
- Proof of insurance
- Identification of the responsible party.

Thank you for considering our application. Please feel free to contact me at [insert phone number] or [insert email address] if you require any further information.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization, if applicable]