

Request for Temporary Liquor License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Local Government Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Agency Name or Officer's Name],

I am writing to request a temporary liquor license for our upcoming community fundraiser event, [Event Name], which will be held on [Event Date]. The event will take place at [Location] from [Start Time] to [End Time].

The purpose of this fundraiser is to [Briefly Describe the Purpose, e.g., support local charities, community projects, etc.]. We anticipate approximately [Estimated Number] attendees, and we plan to serve a selection of beer and wine to enhance the experience and encourage community participation.

We have taken steps to ensure compliance with all local laws and regulations regarding alcohol service. Our team is committed to responsible alcohol service, including training our volunteers to check IDs and monitor consumption.

Please let us know if there are any forms or additional information needed as part of this application process. We appreciate your consideration of our request and look forward to your prompt response.

Thank you for your support of our community.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Organization Name, if applicable]