

# Temporary Liquor License Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Liquor Control Board/Authority Name]

[Address of the Liquor Authority]

[City, State, Zip Code]

Dear [Liquor Control Board/Authority Name],

I am writing to formally request a temporary liquor license for an upcoming corporate event hosted by [Your Company Name]. The details of the event are as follows:

**Event Date:** [Insert Event Date]

**Event Location:** [Insert Venue Name and Address]

**Time:** [Insert Start Time] to [Insert End Time]

**Expected Attendance:** [Insert Number of Guests]

This event is intended for our employees and business partners to foster community relations and promote goodwill within the industry. We assure you that all necessary measures will be in place for responsible service and consumption of alcohol.

Enclosed are the necessary documents, including the event details, proof of insurance, and any required fees. We appreciate your prompt attention to this request and are hopeful for a positive response.

Thank you for considering our application. Should you need any more information or clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]