

Application for Temporary Sign Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

[Recipient's Name]

[Recipient's Title]

[City/County Planning Department/Relevant Authority]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for temporary sign authorization for [mention the purpose of the sign, e.g., an upcoming event, business promotion, etc.]. The sign will be placed at [location of the sign], and we aim to have it displayed from [start date] to [end date].

The dimensions of the sign will be [provide dimensions], and it will be designed as follows: [briefly describe the design or attached a drawing if necessary]. We believe that this sign will greatly contribute to [mention whatever benefits it brings, such as community information, business visibility, etc.].

I have attached all necessary documentation, including [list any enclosed documents: site plans, renderings, permits, etc.]. I appreciate your time and consideration in reviewing this application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]