

Request for Temporary Signage Permit

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a temporary signage permit for [describe the purpose, e.g., an event, a sale, etc.] to be held on [insert date(s)]. The signage will be displayed at [insert location] from [start date] to [end date].

Details of the signage are as follows:

- Size: [insert dimensions]
- Type: [insert type, e.g., banner, poster]
- Message: [insert text of the sign]

This signage is essential for [explain the reason, e.g., informing customers, promoting an event]. We will ensure that the signage complies with all local regulations and will be removed promptly after the event concludes.

I would appreciate your prompt attention to this matter. Should you need any further information or documentation to process this request, please do not hesitate to contact me at [insert phone number] or [insert email address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]