

Request for Public Speaking Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a permit to speak publicly at [specific location] on [date] regarding [topic of your speech]. I am passionate about [briefly explain the purpose and importance of your speech] and I believe it will benefit the community by [explain the benefits].

To ensure a smooth process, I would be glad to comply with any guidelines and regulations you have in place for public speaking permits. Please let me know if any additional information is required for my request.

Thank you for considering my request. I look forward to the opportunity to share my insights with the community.

Sincerely,

[Your Name]