

Outdoor Festival Permit Application

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Organization]

[Insert Organization's Address]

Dear [Insert Recipient's Name],

I am writing on behalf of [Your Organization's Name] to formally request a permit to hold an outdoor festival celebrating [Description of Cultural Celebration] on [Insert Date] at [Insert Location].

The festival aims to promote cultural awareness and community engagement through various activities including traditional performances, food stalls, and art exhibits. We anticipate this event will attract [Insert Estimated Attendance] attendees.

We have ensured that all necessary arrangements will be in place to comply with local regulations, including safety measures and crowd management plans. We have also coordinated with local services regarding waste disposal and traffic management.

Please find attached the required documents along with the proposed site map and our event plan for your review.

We respectfully ask for your support and look forward to your positive response. Should you require any further information or wish to discuss this application, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our application. We hope to celebrate this vibrant cultural event with our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Phone Number]

[Your Email Address]