

Outdoor Festival Permit Application

Date: [Insert Date]

To: [Insert Permit Issuing Authority]

Address: [Insert Authority Address]

Dear [Insert Name],

I am writing to formally request a permit for our upcoming outdoor festival, [Insert Festival Name], which will feature various sporting events. The event is scheduled to take place on [Insert Date] at [Insert Location].

The festival intends to promote community engagement and well-being through various activities including [Insert Sporting Events List]. We expect approximately [Insert Expected Number] attendees, and we will ensure that all safety regulations and policies are strictly adhered to.

Please find attached our detailed event plan, including the proposed layout, safety measures, and any additional documentation required for the permit application.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Organization Name]

[Insert Contact Information]