

Outdoor Festival Permit Request

Date: [Insert Date]

To: [Insert Relevant Authority Name]

[Insert Relevant Authority Address]

[City, State, Zip]

Dear [Insert Relevant Authority Name],

I am writing to request a permit for an outdoor festival to be held in [insert specific location] on [insert date(s)]. Our community is excited to host this event, which aims to bring people together and celebrate [insert purpose of the festival, e.g., local culture, arts, etc.].

Details of the event are as follows:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Date(s)]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Specific Location]
- **Expected Attendance:** [Insert Number]

We will ensure compliance with all safety regulations and local ordinances. We plan to provide [insert details about waste management, emergency services, etc.].

Attached are the necessary documents and plans for your review. We appreciate your consideration of our request and are hopeful for your support in making this event a success for our community.

Thank you for your time, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]