

Outdoor Festival Permit Request

Date: [Insert Date]

[Recipient's Name]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a permit for an outdoor festival scheduled to take place on [Event Date(s)] at [Event Location]. This festival aims to promote local artisans, seasonal markets, and community engagement.

The festival will feature local vendors, live music, food trucks, and various family-friendly activities. We anticipate around [Estimated Number of Attendees] attendees and are committed to ensuring a safe and enjoyable experience for all participants.

We are prepared to comply with all regulations and requirements set forth by your office, including but not limited to, safety measures, waste disposal, and noise control. Enclosed with this letter are the detailed event plans, vendor agreements, and a map of the festival layout.

Thank you for considering our request. We look forward to your positive response and the opportunity to bring this community event to life.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]