

# Outdoor Festival Permit Submission

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally submit a permit application for the upcoming Arts and Crafts Fair scheduled to take place on [Insert Date] at [Insert Location]. We anticipate showcasing local artists and craftsmen, providing a platform for creativity and community engagement.

Details of the event are as follows:

- **Event Name:** Arts and Crafts Fair
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]
- **Expected Attendance:** [Insert Number]

We will ensure all guidelines and regulations are followed, including safety protocols and waste management. Attached are the necessary documents, including:

- Event Plan
- Insurance Certificate
- List of Vendors

We appreciate your consideration of our application and look forward to your positive response. Should you need any further information, please feel free to contact me at [Insert Phone Number] or [Insert Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]