

Request for On-Site Parking Pass

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Parking Authority/Event Coordinator's Name]

[Organization/Event Name]

[Organization Address]

[City, State, Zip Code]

Dear [Parking Authority/Event Coordinator's Name],

I am writing to formally request an on-site parking pass for the upcoming [Event Name] taking place on [Event Date] at [Event Location]. As [Your Position/Title, if applicable], I will be attending this event and require accessible parking due to [brief explanation of reason, e.g., mobility issues, carrying equipment, etc.].

Having access to on-site parking will significantly aid in my participation and contribution to the event. I appreciate any assistance you can provide in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]