

Parking Permit Application for Community Event

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name

Department/Organization Name

Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to request a reserved parking permit for the upcoming community event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event].

To ensure smooth access for participants and guests, I would like to request [number of spaces] reserved parking spaces near [specific location if necessary]. This will greatly aid in the organization and success of the event.

I appreciate your consideration of this request. If you need any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]