Special Event Parking Permit Application

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a parking permit for the upcoming special event, [Event Name], scheduled for [Event Date]. The event is expected to attract approximately [Number of Attendees] attendees and will take place at [Event Location].

As parking is limited in the area, we kindly request special parking permits to ensure the smooth flow of attendees and participants. We would like to request [Number of Permits] parking permits, valid from [Start Time] to [End Time].

Thank you for considering our request. We look forward to your positive response. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]