

# Temporary Parking Permit Request for Special Occasion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Parking Authority

[Parking Authority Address]

[City, State, Zip Code]

Dear [Parking Authority],

I am writing to request a temporary parking permit for a special occasion that will take place on [insert date of the event], at [insert venue/location]. The occasion is [briefly describe the occasion, e.g., wedding, concert, community event], and I expect a number of guests who will require parking accommodations.

The details of the event are as follows:

- Date and Time: [Event Date and Time]
- Location: [Event Location]
- Expected Number of Guests: [Insert number]

Given the anticipated attendance, I kindly request that you grant a temporary parking permit for the duration of the event. This will greatly assist in ensuring that all guests have adequate access to parking facilities.

Thank you for considering my request. I am looking forward to your positive response. If you require any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]