

# Letter of Amendment for Event Zone Permit

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to our existing event zone permit, issued on [Original Permit Date], for the event titled "[Event Name]." The event is scheduled to take place on [Event Date] at [Event Location].

Due to [reason for amendment: e.g., changes in the event schedule, increased attendance, or modifications in the venue], we request the following amendments to our permit:

- [Amendment 1]
- [Amendment 2]
- [Amendment 3]

We believe that these changes will enhance the overall experience of the event attendees and ensure compliance with all local regulations.

Thank you for considering our request. We look forward to your prompt response to facilitate a smooth process. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]