

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Organization Name]

[Address]

[City, State, Zip Code]

Subject: Appeal for Denied Event Zone Permit

Dear [Recipient's Name],

I am writing to formally appeal the decision to deny my application for an event zone permit for [Event Name] scheduled on [Event Date] at [Event Location]. I received the denial letter dated [Denial Date] and would like to provide further information for reconsideration.

[Briefly explain the purpose of the event and its benefits to the community or any relevant details that support your case.]

In light of the reasons outlined in the denial letter, I would like to address each point:

- [Reason 1: response or clarifying information]
- [Reason 2: response or clarifying information]
- [Reason 3: response or clarifying information]

Additionally, I am willing to work with your department to comply with any requirements that may allow for the permit's approval. I believe that with some adjustments, the event can be enjoyable and safe for all participants.

Thank you for considering my appeal. I look forward to the opportunity to discuss this matter further and hope for a favorable resolution. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]