

Cancellation of Event Zone Permit

Date: [Insert Date]

To,

[Permit Authority's Name]

[Authority's Address]

[City, State, ZIP Code]

Subject: Cancellation of Event Zone Permit

Dear [Permit Authority's Name],

I am writing to formally request the cancellation of the Event Zone Permit issued for [Event Name/Description] scheduled on [Event Date] at [Location].

Due to [reason for cancellation: unforeseen circumstances, inclement weather, etc.], we will not be able to proceed with the event as planned.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please confirm the cancellation of our permit at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]