

Letter of Compliance Submission

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my compliance documentation for the event zone permit for [Event Name] scheduled on [Event Date] at [Event Location].

Enclosed with this letter are the necessary documents as per the guidelines, including:

- Completed application form
- Proof of insurance
- Site plan
- Event schedule
- List of vendors

Please let me know if any additional information is required. I appreciate your attention to this matter and look forward to your prompt response regarding the approval of the event zone permit.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]