

Extension Request for Event Zone Permit

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

[Permit Office/Authority Name]
[Office Address]
[City, State, Zip Code]

Dear [Permit Coordinator's Name],

I hope this message finds you well. I am writing to formally request an extension for the event zone permit associated with [Event Name], originally scheduled for [Original Event Date].

Due to [reason for request, e.g., unforeseen circumstances, weather conditions, etc.], we are unable to proceed with the event as planned. We kindly request an extension until [Requested New Date] to ensure the event can be conducted successfully.

We have taken all necessary measures to comply with the regulations and requirements of the permit and appreciate your understanding and consideration of our request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Organization Name, if applicable]