

Request for Event Zone Permit

Date: [Insert Date]

To: [Insert Authority Name]

[Insert Authority Position]

[Insert Authority Address]

Dear [Insert Authority Name],

I am writing to formally request a permit for the use of [Insert Event Zone Name] on [Insert Event Date] for [Insert Type of Event]. The event aims to [briefly describe the purpose of the event].

We expect approximately [Insert Number of Attendees] attendees, and we are committed to ensuring all necessary safety and regulatory measures are in place. We will adhere to all guidelines set forth by your office.

Enclosed are the following documents for your review:

- Event details and itinerary
- Proof of insurance
- Site plan of the event layout
- Any additional required documentation

We kindly ask for your consideration of our request and look forward to your positive response. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email]