

Confirmation Request for Event Authorization

Date: [Insert Date]

[Local Authority Name]

[Local Authority Address]

[City, State, Zip Code]

Dear [Local Authority Contact Name],

I am writing to request confirmation of the authorization for our upcoming event, [Event Name], which is scheduled to take place on [Event Date] at [Event Location]. We previously submitted our application on [Submission Date] and are eager to ensure that all necessary approvals are in place.

The event aims to [brief description of event purpose], and we anticipate an attendance of [estimated number of attendees]. We are committed to adhering to all regulatory requirements and ensuring safety and compliance throughout the event.

Please let us know at your earliest convenience if our authorization has been approved or if any further information is needed. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]