

# Notification of Upcoming Event

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

[Local Authority Name]

[Local Authority Address]

[City, State, Zip Code]

Dear [Local Authority Name],

I am writing to formally notify you of an upcoming event titled "[Event Name]" scheduled to take place on [Event Date] at [Event Location]. The event aims to [brief description of the event purpose].

To ensure compliance with local regulations, we seek your consent and support in facilitating this event. We anticipate approximately [Number of Attendees] attendees and plan to implement necessary measures to manage the event smoothly and safely.

Please find attached our event plan for your review, including details about security arrangements, noise control, and emergency procedures.

We appreciate your attention to this matter and look forward to your approval. Should you require any further details or wish to discuss this event further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]