

Request for Local Authority Event Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Local Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Local Authority Contact Name],

I am writing to formally request approval for an event scheduled to take place on [insert date(s)] at [insert location]. The event aims to [briefly describe the purpose of the event, e.g., raise funds for a local charity, celebrate a community milestone, etc.].

We expect [insert number] attendees and will ensure all necessary measures are in place to adhere to local regulations and safety guidelines. The event will include [insert brief details about activities planned, e.g., live music, food vendors, etc.].

We kindly request your permission to proceed with the required arrangements and would be happy to meet to discuss any necessary details or compliance with local regulations.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]