

Event Promotional Signage Clearance Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clearance for the promotional signage related to our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location].

The details of the signage are as follows:

- Type of Signage: [Type]
- Size: [Dimensions]
- Placement: [Location]
- Duration: [Display Duration]

We believe that this signage will greatly contribute to the visibility and success of our event. I assure you that all signage will comply with the required guidelines and regulations.

Please let us know if you require any further information or documentation to facilitate this request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]