

Permission Letter for Event Signage

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

Dear [Recipient Name],

We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. As part of our promotional efforts, we would like to request permission to place signage for this event in specific areas of [Location/Area].

The signage will include details about the event and will be displayed from [Start Date] to [End Date]. We will ensure that the signage adheres to all regulations and guidelines set forth by your organization.

We would greatly appreciate your support in granting us permission for this signage. Please let us know if you require any additional information or if there are forms to complete.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Your Contact Information]