

Signage Permit Application

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a signage permit for an upcoming event, [Event Name], which is scheduled to take place on [Event Date] at [Event Location]. The purpose of this event is [brief description of the event].

We would like to erect signage that includes [describe the type of signage, dimensions, materials, and any other relevant details]. The proposed signage will be displayed from [start date] to [end date].

Attached to this letter are the necessary documents, including a site plan, images of the proposed signage, and any required permits or approvals.

Thank you for considering our application. We look forward to your prompt approval so we can ensure the success of our event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]