

Event Time Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the operating hours for the upcoming Music Festival scheduled on [Insert Festival Date].

We have received significant feedback from our attendees regarding the enjoyment of the performances and the overall experience of the festival. Extending the hours will allow us to accommodate additional acts and enhance the festival atmosphere.

We kindly request to extend the festival hours from [Current End Time] to [Proposed New End Time]. We believe this adjustment will provide greater enjoyment for our guests while ensuring we remain compliant with any necessary regulations.

We assure you that all required measures will be taken to minimize any potential noise and ensure the safety of all attendees. We also propose to communicate the new schedule to all participants well in advance.

Thank you for considering our request. We appreciate your support and understanding, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]