

City of [City Name]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Event Permit Application

To Whom It May Concern,

I am writing to formally request a permit for the upcoming Community Festival scheduled to take place on [Event Date] at [Event Location]. The festival aims to celebrate our community's diversity and local culture, featuring food vendors, entertainment, and activities for residents of all ages.

Details of the event are as follows:

- **Event Title:** [Festival Name]
- **Date and Time:** [Event Date and Time]
- **Location:** [Event Location]
- **Expected Attendance:** [Estimated Number]
- **Contact Person:** [Your Name]
- **Phone Number:** [Your Phone Number]

We are committed to ensuring the safety and enjoyment of all attendees and will adhere to all city regulations, including noise ordinances and security measures. We have also arranged for necessary permits related to food service, sanitation, and public safety.

Your support in approving this permit would be greatly appreciated. Please let us know if you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Organization Name]