

Request for Festival Event Permit

Date: **[Insert Date]**

To: **[City/County Official's Name]**
[City/County Department Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [City/County Official's Name],

I am writing to formally request a permit for the upcoming [Name of Festival] scheduled to take place on [Date(s) of the Festival] at [Location of the Festival]. This event aims to celebrate [brief description of the festival purpose and activities].

The details of the event are as follows:

- **Event Name:** [Name of Festival]
- **Date and Time:** [Date and Time]
- **Location:** [Address of the Festival]
- **Expected Attendance:** [Estimated Participants]
- **Event Description:** [Brief description of the festival and its activities]

We are committed to ensuring the safety and enjoyment of all participants, and we plan to implement the following measures:

- [Safety Measure 1]
- [Safety Measure 2]
- [Safety Measure 3]

We kindly ask for your support and approval of our permit application to hold this community event. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Your Phone Number]
[Your Email Address]