

# Outdoor Festival Permit Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Permit Office Name]

[Permit Office Address]

[City, State, ZIP Code]

Dear [Permit Office Contact Name],

I am writing to inquire about the necessary permits and requirements for hosting an outdoor festival in [Location] on [Proposed Date]. The festival aims to [Brief Description of the Festival].

Could you please provide me with information regarding:

- The types of permits required.
- The application process and timeline.
- Any associated fees.
- Additional regulations or requirements I should be aware of.

Thank you for your assistance. I look forward to your prompt response so we can ensure all necessary steps are taken to host a successful festival.

Sincerely,

[Your Name]