

# Temporary Event Permit

Date: [Insert Date]

To: [Event Organizer's Name]

[Event Organizer's Address]

[City, State, Zip]

**Subject: Granting Temporary Event Permit for [Festival Name]**

Dear [Event Organizer's Name],

We are pleased to inform you that your application for a temporary event permit for the [Festival Name] scheduled on [Event Date] at [Event Location] has been approved.

Please ensure that all regulations and guidelines as stated in the application are adhered to during the event. This permit is valid only for the dates and location specified and is subject to revocation if any conditions are violated.

Should you require any further assistance or have any questions regarding the event, please do not hesitate to contact our office.

We wish you a successful festival!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]