

Outdoor Party Permit Request

Date: [Insert Date]

To: [Insert Relevant Authority/Organization]

Address: [Insert Address]

Dear [Insert Name/Title],

I am writing to formally request permission to hold an outdoor party at [insert location] on [insert date] from [insert start time] to [insert end time]. We anticipate approximately [insert number] guests and plan to provide [insert details about food, entertainment, etc.].

We assure you that we will comply with all regulations, including noise control and safety protocols. Attached are the necessary documents for your review, including liability insurance and a site plan.

Thank you for considering our request. We hope to hear from you soon regarding the approval.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]