

Commercial Vehicle Parking Exemption Application

Date: [Insert Date]

To: [Parking Authority/Relevant Department]

Address: [Insert Address]

Dear [Recipient's Name],

I am writing to formally request a parking exemption for commercial vehicles during the upcoming special event, [Event Name], taking place on [Event Date] at [Event Location].

The nature of the event requires the use of commercial vehicles to facilitate [briefly explain the purpose, e.g., vendor services, delivery of equipment, etc.]. We anticipate that [insert number] commercial vehicles will need to park in the vicinity of the event location.

Given the unique circumstances of this event, we kindly request that you grant a temporary parking exemption for commercial vehicles from [Start Time] to [End Time] on [Event Date]. This exemption will allow for smooth operations and ensure that the event runs efficiently without hindrance.

Attached are the required documents, including [list any attached documents such as permits, event details, etc.].

Thank you for considering our request. We hope for a positive response at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]