

Application for Student Organization Event Clearance

Date: [Insert Date]

To,

The [Relevant Authority],
[Institution/School Name],
[Address]

Subject: Application for Event Clearance

Dear [Relevant Authority],

We, the members of [Student Organization Name], are writing to seek clearance for our upcoming event titled "[Event Name]" scheduled to take place on [Event Date] at [Event Location].

The purpose of this event is to [Briefly Describe the Purpose of the Event]. We anticipate [Number of Participants] participants and have planned various activities including [List of Activities].

The event will be conducted following all the necessary guidelines and protocols, ensuring the safety and well-being of all attendees.

We kindly request your approval for this event and appreciate your consideration. Attached to this letter are the details of the event, including the agenda and budget.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Student Organization Name]
[Contact Information]