

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Request for Temporary Alcohol License**

Dear [Recipient Name],

I am writing to request a temporary alcohol license for [event name] that will be held on [event date] at [event location]. This event aims to [briefly describe the purpose or nature of the event, e.g., fundraiser, community festival, etc.].

We expect approximately [number of attendees] attendees and will ensure that all relevant safety and legal guidelines are followed. Our organization, [Your Organization Name], is committed to responsible alcohol service and compliance with state regulations.

Please find attached the necessary documents for your review, including [list any attached documents such as event layout, proof of insurance, etc.].

Thank you for considering our request. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Your Organization Name]