

Organizational Activity License

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Application for Organizational Activity License

Dear [Recipient's Name],

We hereby apply for a license to conduct the following organizational activities:

- Activity Name: [Insert Activity Name]
- Date of Activity: [Insert Date]
- Location: [Insert Location]
- Time: [Insert Time]

We believe that this activity will greatly benefit our community by [briefly describe the purpose and benefit of the activity].

We appreciate your consideration of this application. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]