

# Memorandum

**Date:** [Insert Date]

**To:** [Recipient Name]

**From:** [Your Name]

**Subject:** Authorization for Stage Event

Dear [Recipient Name],

This memorandum serves to formally request authorization for the upcoming stage event titled "[Event Name]" scheduled to take place on [Date] at [Location]. The event aims to [brief description of the event and its purpose].

We anticipate an audience of approximately [Expected Number] attendees, and we have made all necessary arrangements to ensure a successful and safe event, including [mention any safety measures, permits, and equipment being used].

We kindly ask for your approval to proceed with the planning and execution of this event. Your timely response will be greatly appreciated.

Thank you for considering this request. Should you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]