

Permission Request for Theater Performance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request permission to use [Venue/Location Name] for a theater performance titled "[Performance Title]" scheduled on [Date of Performance]. This performance aims to [briefly describe the purpose or theme of the performance].

We expect an audience of approximately [number of attendees] and will ensure that all necessary measures are in place to comply with venue regulations and safety protocols. The production team consists of experienced professionals who are committed to delivering a successful and engaging performance.

We would be grateful for your consideration of our request. Please let us know if you require any further information or documentation to assist in your decision.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]

[Phone Number]

[Email Address]