

Concert Presence Clearance

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that [Insert Artist/Band Name] will be performing at [Insert Venue Name] located at [Insert Venue Address] on [Insert Concert Date] at [Insert Concert Time].

We request the necessary clearance for the performance and ensure compliance with all local regulations and policies.

For any further information or queries, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]