

Approval for Extended Family Gathering

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally approve the gathering of our extended family on [Insert Date of Gathering] at [Insert Location]. We expect to have approximately [Insert Number of Guests] attendees.

This event aims to strengthen our family bonds and create cherished memories together. We assure you that all necessary precautions will be in place to ensure everyone's safety and enjoyment.

If you have any questions regarding this approval or the event itself, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]