

# Sample Inquiry Letter with Request for Permission to Organize an Event

**[Your Name]**

[Your Position/Role]

[Your Organization/Group]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**To:**

[Recipient's Name]

[Recipient's Position/Title]

[Authority/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

**Subject: Request for Permission to Organize [Name of Event]**

Dear [Recipient's Name],

I am writing on behalf of [Your Organization/Group Name] to respectfully request your permission to organize and conduct **[Event Name]** at **[Proposed Venue]** on **[Event Date]**. The purpose of this event is to **[briefly explain the purpose/goal of the event, e.g., raise awareness, celebrate a particular occasion, etc.]**.

We anticipate approximately [Expected Number of Participants] attendees, and all necessary precautions related to safety, hygiene, and orderliness will be strictly followed. We are committed to adhering to all guidelines set forth by your esteemed office and local authorities.

We kindly request your approval to proceed with the arrangements and would appreciate any specific instructions or requirements that must be met to secure permission for the event.

Please find attached our event plan and any relevant documents for your review. Should you require further details or clarification, feel free to contact me at [Phone Number] or [Email Address].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Group]