**REQUEST LETTER SEEKING PERMISSION**

Date: \_\_/\_\_/\_\_\_\_ **(date)**

Subject: Seeking permission to use public area

Respected Sir/ Madam,

With due respect, I am \_\_\_\_\_\_\_\_ **(name)** and I am a resident of \_\_\_\_\_\_\_\_\_\_ **(mention location)**. I am writing this letter to inform you that we are looking forward to \_\_\_\_\_\_\_\_\_\_ **(organize** **function/ organize event/ carry out shooting/ family occasion/ any other)** and for which we are looking forward to use \_\_\_\_\_\_\_\_\_ **(mention location)** for the said celebration.

I write this to seek your kind permission for using the mentioned property on \_\_/\_\_/\_\_\_\_ **(date).** In the stated celebration there will be food, competitions, sports, and games. A total number of \_\_\_\_\_\_\_\_ **(mention number of people)** people will be joining the event.

I ensure that the property would not be harmed and the property would be cleaned properly after the event ends. I request you to kindly look into the same and allow us to use the mentioned property on the requested date. I shall be highly obliged for your kind approval. In case you have any queries, you may contact me at \_\_\_\_\_\_\_\_ **(contact number).**

Thanking you,

Yours Truly,

\_\_\_\_\_\_\_\_\_\_ **(mention your name)**  
\_\_\_\_\_\_\_\_\_\_**(address)**  
\_\_\_\_\_\_\_\_\_\_ **(contact number)**