**PERMISSION LETTER**

***Sub: Permission Request to Use a Venue***

Dear Mr./Mrs. XYZ,

I am writing this letter to request you for the use of your farmhouse **(Type of venue)** on **(date)** of the next week. It is stated that plan on hosting a **[type of party, e.g.,** **business or DJ Night)** at your farmhouse. We are a group of three that go by the name of **(Productions House name/Institute name). (Describe in your own words).**

What we actually do is that we organize parties, swimming sessions and much more for our clients. This time our client is going to be an international pop sensation **(Respected Authority name). (Respected Authority name)** will be flying to the country next week and shall be staying here for one month. **(Explain all about the** **arrangements)**. NOC for holding this event has been signed by the local government officials and I am attaching a copy of the NOC along with this letter. **(Explain the actual cause and situation).**

Moreover, I assure you as the head of my production team that no vulgarity, misuse of the venue or any other thing will happen that shall prove harmful to you. **(Cordially** **Describe your requirements).** If anything, unfortunate tends to happen I am ready to pay the fine.

I hope that you will permit us to use your venue for the day.

Thanking you and best regards,

Your name…

Job Designation…

Company/Institute name…