

Permission Request Letter

To
The Manager
Community Centre
[Address]

[Date]

Subject: Application for organizing an event

Dear Sir

I'd want to ask for permission to host a reception celebration for my brother on [date]. We've been living in the ABC colony for more than 20 years. My brother is getting married on [date], and we're planning a party for him on [date].

Everything necessary, such as the catering service, will be handled separately by us. All we require is the main hall of the community centre from 6 p.m. to 1 a.m. on the day abovementioned.

Kindly allow us to do so as soon as possible so that everything may be completed on time.

Thanking you!

Yours Sincerely

XYZ
[Address]
[Phone No]