Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

To Whom It May Concern

RE: Request to use the Municipal Grounds for a Musical Concert

We are an organization that aims at bonding and creating peace in all the neighborhoods that make up this city. As part of our peace-building initiatives, we do hold concerts and dancing sessions.

This year, we would want to use the municipal grounds of this city to hold the same concert. It shall take place exactly one week from now. It shall also run from the start through to the end of the day.

Your timely response to this request will be highly appreciated. I need ample time to get back to all the stakeholders who have already confirmed their attendance.

I look forward to the positive feedback from you.

Thanks and Regards,

Sincerely,

FirstName LastName