

Student Event Permission Request

Subject: Permission Request for [Event Name] on [Date]

Dear [Principal/Administrator Name],

I am writing to formally request permission to organize [specific event name] for [target audience] on [proposed date] at [proposed venue/location within school premises].

The purpose of this event is to [clearly state educational/social objective]. We anticipate approximately [number] participants and have planned activities including [brief description of main activities].

Our organizing committee consists of [names and roles of key organizers]. We have prepared a detailed timeline, safety protocols, and contingency plans to ensure smooth execution.

We respectfully request your approval and any guidance you may provide for hosting this meaningful event.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position/Class]

[Contact Information]

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