

Tenant Event Authorization Request

Subject: Permission Request for Private Event

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to request permission to host a [type of event] in my apartment/unit [unit number] on [date] from [time] to [time].

This will be a [casual/formal] gathering for approximately [number] guests to celebrate [occasion]. I want to ensure full transparency and compliance with lease terms.

To address any concerns:

- Guest parking will be managed through [specific arrangement]
- Music/noise will be kept at reasonable levels
- All guests will be briefed on building etiquette
- Any damages will be my full responsibility

I value our positive landlord-tenant relationship and appreciate your consideration of this request.

Please let me know if you need any additional information.

Kind regards,

[Your Name]

[Unit Number]

[Phone Number]

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