TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Application for organizing an event

Dear Sir

I would like to ask for permission to organize a reception function for my brother on dated **[date]**. I and my family are the residence of the ABC colony for more than twenty years.

My brother is getting married on the date **[date]** and we are organizing a reception party for him on dated **[date].**

All the necessary things like the catering service will be arranged separately by us. All we need is the main hall of the community center from 6: PM to 1: AM on the above-mentioned date.

Kindly permit us as soon as possible so that all arrangements are made on time.

Thanking you

Yours Sincerely

**[Name]**

**[Address]**

**[Phone No]**