

**Rajesh Kumar**

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9th December 2024

**The Local Police Station**

Police Station,

Chennai, 600010

**Subject:** Request for Permission to Hold a Public Event

Dear Sir/Madam,

I am writing to request permission to hold a public event in our locality (Blueberry Lane, Chennai) on 25th December 2024. The event is a community gathering and will include cultural performances, local food stalls, and a charity raffle. The event is expected to attract around 300 people.

We assure you that all necessary precautions will be taken to ensure the event is safe and orderly. The event will be conducted between 3:00 PM to 8:00 PM. We will also be taking all the necessary permissions related to sound, food, and sanitation as required by the local authorities.

I kindly request your approval and guidance for the smooth conduct of this event.

Thank you for your consideration.

Sincerely,

Rajesh Kumar