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# Permission Request Letter to Police Station

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The Station House Officer,

[Police Station Name]

[Police Station Address]

[City, State, Zip Code]

**Subject: Request for Permission**

**Respected Sir/Madam,**

I, [Your Full Name], residing at [Your Address], am writing this letter to seek your permission for [mention the purpose – e.g., organizing an event, conducting a procession, etc.] that is scheduled to take place on [Date], from [Start Time] to [End Time], at [Venue/Location].

The event is aimed at [briefly describe the objective of the event/procession]. We expect approximately [number of participants] participants. We are committed to ensuring the event is conducted smoothly without causing any inconvenience or disruption to the public and traffic. We will adhere to all necessary safety measures and guidelines issued by the local authorities and the government.

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We kindly request your esteemed office to grant us the necessary permission to conduct this event. We assure you of our complete cooperation in following the regulations and directions provided by your office for the conduct of the event. Attached herewith are the details of the event and the route map (if applicable).

We would also appreciate any advice or instructions your office may have to ensure the event is held safely and successfully.

Thank you for considering our request. We look forward to your positive response. Please feel free to contact me directly at **[Your Phone Number]** or **[Your Email Address]** should you need any further information or clarification.

**Yours sincerely,**

**[Your Signature (if sending a hard copy)]**

**[Your Full Name]**

**Attachments:**

1. Detailed Plan of the Event/Procession
2. Route Map (if applicable)
3. Any other relevant documents