

Letter of Notice Example

City Clerk
The City of Welland
60 East Main Street.
Welland, Ontario, L3B 3X4

To The City Clerk,

I am writing to notify the City of Welland of the upcoming [event] that is taking place at the [location], [date including year]. During the event, it is our intent to have alcohol served/sold during the hours of [time duration here].

Alcohol service will be located in [indoor location, outdoor location, tent, etc.]. [Include any additional relevant information regarding the alcohol service at your event]

If you have any questions, please do not hesitate to contact me directly at [phone number] or via [email address]

Sincerely,

[Name of Special Occasions Permit Holder]