

Light Extension Request Letter - Sample

Date of Request

Attention: Daniel Hernandez, Director of Parks and Recreation:

Tournament Organization will be hosting our Event Name on tournament date range. This event is a youth fastpitch softball College Recruiting Showcase. Our Showcase will be hosted at five of your Clark County facilities.

We would like to formally request an extension of the lights until midnight on Friday, November 1st at four of the five facilities in use. The extension is needed at West Flamingo Park fields 1-4, Hollywood Park fields 1-4, Shadow Rock Park fields 1-4 and Silverado Ranch Park fields 1-2. There will be no loud music nor any artificial noise that would disrupt the community. The games scheduled will not run behind, as the format is set up for the game to stop immediately, at the conclusion of the predetermined 1 hour 30-minute game time.

All our games on Saturday will conclude by 10 o'clock and the majority of Sundays games will be completed by 2 o'clock.

We truly appreciate your time and consideration with this matter, and we look forward to hearing from you.

Please do not hesitate to call, should you have any additional questions. I can be reached by cell phone at Contact Phone # & Email

Respectfully,

Signature

Tournament Director

Change the body of the letter to the specifics of your event.

