

# Sample Durga Puja Application Form

To,  
The Officer-in-Charge,  
[Local Police Station Name],  
[Address],  
[City, Pin Code]

Subject: Application for Permission to Organize Durga Puja 2024

Dear Sir/Madam,

We, the undersigned members of **[Your Committee Name]**, hereby seek permission to organize the **Durga Puja festival** at **[Location/Address]** from **[Start Date]** to **[End Date]**.

We assure you that all the necessary safety and security measures will be strictly adhered to as per the guidelines issued by the local authorities. The following documents are enclosed for your kind perusal:

1. Copy of Registration Certificate
2. Detailed Site Plan of the Puja Pandal
3. NOC from the Fire and Safety Department
4. Identity Proofs of the Organizing Committee Members
5. Acknowledgment of Pollution Control Registration

We kindly request you to grant us permission to organize the event.

Thank you for your cooperation.

Yours sincerely,  
**[Your Name]**  
**President/Secretary**  
**[Your Committee Name]**  
**[Contact Number]**