

April 7, 2023

Mr. Jason Snyder  
Acting Deputy Secretary for Property and Asset Management  
401 North Street  
Room 414 North Office Building  
Harrisburg, Pennsylvania 17120

Dear Mr. Snyder,

Per our application to the Department of General Services for a reception on DATE & TIME at the Main Capitol, I am writing to request permission to serve alcohol at our reception. We are inviting members of legislature & our staff. We understand that alcohol may not be served until 5:30 pm, and that if deemed necessary we will hire security. Below is my contact information:

Name  
Title  
Address  
Phone Number  
E-mail

Thank you for your kind attention to this request. I look forward to hearing from you.

Kind regards,

Name  
Title