**LETTER TO RESIDENTS AND BUSINESSES TEMPLATE**

(date)

Dear Resident / Business,

This letter is to advise you that (event name) will be held on (event date) at (location).  The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment/attractions/food).  We are expecting approximately (number) residents to attend.

Set up for this event will commence on (bump in date) at (time), with a sound check of PA systems commencing from (time).

During the event (list any issues that may affect surrounding residents including noise, an increase in vehicular traffic around the area, restrictions on parking, fireworks and what time etc).

We have implemented the following to minimise the impact of the event on neighbouring residents: (list how any of these issues have been addressed e.g. extra parking provisions and parking attendance around the location of the event).

If you would like any further information about this event please contact me on (phone number, address and email address).

I would like to take this opportunity to invite you to come along and participate in what should be an enjoyable and exciting event.

Kind regards

(Your name)

(Position, Organisation)

(Contact details)