

Appendix D – Resident Notification Letter (template)

Example Letter to affected residents

(date)

Dear Resident,

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

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

(Detail any issues that may effect surrounding residents including noise, road closures, an increase in vehicular traffic, fireworks and what time this will be in effect etc)

(Also details how any or all 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 (name) on (phone number, email address).

I would like to take this opportunity to invite you to come along and participate in what will be an exciting event for the residents/visitors of the area.

Kind regards

(Your name)

(Organisation)