**“Your**

**Logo**

**Here”**

“**Organisation’s Name”**

**“Organisation’s Address”**

**“Organisation’s Email”**

**“Date”**

Dear Residents,

**“Your Event’s Name”**

We writing to advise you that we will be holding **“your event here**” event at **“location”** on **“date & time”.**

This event may see an increase of traffic in and around **“location”** and surrounding areas.

If you have any concerns regarding this event please contact **“contacts name**”, **“contact’s position”** on “**contacts phone number”.**

Thank you for your understanding.

Yours sincerely

**“Your Organisation”**