Dear Neighbours,

**RE: PROPOSED TEMPORARY ROAD CLOSURE**

We are writing to let you know that we are in the process of applying for a street party road closure.

**Event details:**

The closure is planned for:

**Dates and times:**

**Road affected:**

The road will be fully closed to through traffic, and we would be grateful if you would arrange for any vehicles to be removed from the road during this time. Access to the road will be maintained for emergency services and pedestrians at all times. Volunteers will be at the closure points and any residents needing to enter or exit the street will be asked to drive in and out at walking speed, escorted by a volunteer. The result we hope will be a great demonstration of the benefits of reducing traffic with as little impact on residents as possible.

We really hope you like the idea of this event for all local residents. If you have any questions or concerns, would be able to help with stewarding, or are interested in finding out more, please do get in touch with me at

[EMAIL ADDRESS AND/OR STREET ADDRESS].

Many thanks in advance for your cooperation.

Best wishes,

[ORGANISER NAME]

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