

Hello Neighbor:

This letter is to courteously inform you that we will be holding a special event in the area, and as our valued neighbor, we would like you to be completely aware of the event and give you a chance to address any concerns.

The \_\_\_\_\_ is set to take place on \_\_\_\_\_  
from approximately \_\_\_\_\_ to \_\_\_\_\_

The complete agenda of the event includes the following:

Please note that during this time there will be \_\_\_\_\_

We would like to also invite you to the event if you wish to join us, and you can find additional information at \_\_\_\_\_

If you have any concerns or questions about this event, feel free to contact me directly at the information below. You can reach us anytime, before, during or after the event with your questions.

Primary Producer:  
Secondary Producer:  
Company:  
Primary Phone:  
Cell Phone:

Best Regards,