

Sample Resident Notification Letter

PRODUCTION COMPANY NAME (on letterhead)

DATE

Dear Resident

This letter is to inform you that on DAY/DATE, PRODUCTION COMPANY will be filming scenes at locations in this area from approximately START TIME to FINISH TIME.

‘PROJECT NAME’ is produced by PRODUCTION COMPANY.

In order to facilitate filming, we will need to hold parking for our production vehicles beginning at START TIME AND DATE. The streets affected include:

LIST BLOCKS WHERE PARKING WILL BE HELD

BRIEF DISCRPTION OF FILMING

We are aware that inconvenience may be caused by our activity and apologise in advance. Rest assured that we will do everything possible to minimize the impact of our activities in your neighbourhood. If you have particular concerns (scheduled deliveries, construction, accessibility needs etc) that must be addressed, please call PHONE NUMBER. We will do everything possible to find a mutually agreeable solution.

Thank you in advance for your understanding and cooperation.

Should you have any queries on the day of filming, please contact our onsite location/production manger, NAME on MOBILE NUMBER.

LOCATION DEPARTMENT

TELEPHONE NUMBER

ADDRESS

FACSIMILE NUMBER

EMAIL