INSERT EVENT LOGO INSERT COMPANY LOGO

INSERT DATE

Dear resident/business owner,

**Re: Event Name & Date of event**

[Your company/organisation] will host the [event name] at [site/location] on [date].

This event will open to the public at [event start time] and finish at [event finish time] and is expected to have [number of attendees] in attendance. The festivities will include:

* Food stalls
* Kids rides and activities
* Live entertainment

There will be several/no road closure and detours in place for this event in the following locations:

* [time] [name of closed street]
* [time] [name of closed street]
* [time] [name of closed street]

< Add any further details about the event>

For further information regarding <event name>, please contact <event organisers name> from <event organisation> on <con- tact number> or via email on <email address>

Yours sincerely

<event organisers name>

<event organisers position title>