

FILMING NOTIFICATION //

EXAMPLE #1: TRADERS AND BUSINESS DISTRICT

June 12, 2018

Dear Resident:

My name is Joe Smith and I am the Location Manager for the upcoming feature film / television series / web series / television commercial, **"INSERT TITLE"**.

This letter is to inform you that we will be filming sequences in your building's area on **INSERT DATE**.

Please be advised there will be increased vehicle and pedestrian activity on the day of filming with our essential lighting, camera and art department trucks as well as other production vehicles parking near and around. We will be posting "No Parking" signs with the help of the local Council. We are going to have traffic management staff on hand to help direct traffic and ensure public safety.

To make the most of our filming hours we anticipate being in the area approximately between **INSERT TIMES**.

We apologize for any inconvenience that this may cause but thank you in advance for your co-operation. If you have any questions or concerns, please feel free to contact me on **INSERT CONTACT NUMBER**.

Thank you,

Joe Smith

Location Manager