

FILMING NOTIFICATION //

EXAMPLE #2: RESIDENTIAL NEIGHBOURHOOD

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 at a private residence at **INSERT ADDRESS** 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.

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

We have permission and the full support from the owner of the property and the local council.

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