Organiser name

Organiser address

Organiser email address

Organiser phone number

Today’s Date

Dear Neighbour,

**RE: <*Street Name*> Coronation Street Party - <*Day*> <*date*> May 2023**

The residents of <*street(s) name*> have applied to the Council to hold a street party on <*Day*> <*date*> May 2023 to celebrate the Coronation.

The street party is planned to take place <*exact location, e.g., between the junction of X Street and Y Avenue*) and will run from <*event* *start time*> to <*event* *end time*>.

Set up for the event will commence from <*event* *set-up start time*> and the street will be clear again by <*event cleared by* *time*>.

To enable the safe running of the street party, we have arranged for <*relevant street(s)*> to be closed from <*street closure start time*> to <*street closure end time*>. During this time, there will be no vehicle access to the residencies and businesses <*at/on/between specific location(s)*>. Please find a map of the event area and road closures in page 2.

The street party will include <*activities e.g., serving of food, serving of alcohol, music, entertainment, bunting and street decoration*>. The event is open to all residents of <*street(s) name*> to attend and if you would like to get more involved in the planning and organisation, or if you have any queries, please let us know by getting in touch using the contact details at the top of this letter.

We look forward to celebrating this historic occasion with you.

Yours faithfully

(Signed name)

*Insert a map of the event area and road closures here*