To: From

Address

Date

Dear neighbour,

**Proposed street party**

I am writing to inform you that I am proposing to hold a street party in

………………………..Street/Road on ……………………. between the times of ……………… and ………………

During these times access to the road will be severely restricted and it would be very helpful if you would remove any vehicles that you can. Access will be maintained for emergency services at all times in all parts of the street.

If you have any comments, queries or objections about this proposal, please contact me on ……………….………, and/or contact The Royal Borough of Kensington and Chelsea, Special Events Officer on 020 341 5133.

Many thanks in advance for your co-operation.

Yours faithfully,