



Sample consultation letter

Your address:

Date:

To:

Dear Resident/business

**Celebrating the Big Lunch**

We are planning to have a street party on *insert date* between *insert start time* and *insert end time* to celebrate the Big Lunch. This will be a great chance to meet all our neighbours.

To hold the street party, we will need to close the following

road(s).....

Between house numbers .....

To allow us to set up beforehand and clear up afterwards the road will be closed between *insert start time* and *insert end time*.

If you want to ask questions, have ideas, help organise, or join in the event; or need to arrange access for health care professionals please contact:

*Please insert name(s) and contact details*

Many thanks in advance for your co-operation.

Yours sincerely,