

SAMPLE RESIDENT NOTIFICATION LETTER

PRODUCTION COMPANY NAME

DATE

Dear Neighbors,

This letter is to inform you that on **DAY/DATE**, **PRODUCTION COMPANY** will be filming scenes at locations in this area from approximately **START TIME** to **FINISH TIME**. "**PROJECT NAME**" is produced by **PRODUCTION COMPANY**.

In order to facilitate filming, we will need to hold parking for our production vehicles beginning **START TIME & DATE**. The streets affected include:

LIST BLOCKS WHERE PARKING IS BEING HELD

Please note that vehicles left on these streets after **TIME & DATE** may be relocated to a block nearby.

We are aware of the inconvenience caused by our activity and apologize in advance. Rest assured that we will do everything possible to minimize the impact of our activities on your neighborhood. If you have particular concerns (scheduled deliveries, construction, accessibility needs, etc.) that must be addressed, please call the Locations Department at **PHONE NUMBER**. We will do everything possible to find a mutually agreeable solution.

Your cooperation will help to make this location shoot a success, and help support the employment of the thousands of New Yorkers who make their living in the City's entertainment industry.

Thank you in advance for your understanding and cooperation.

LOCATIONS DEPARTMENT
PHONE NUMBER
ADDRESS
FAX NUMBER