

Business/Resident Notification Letter

“Production Company XYZ” Letterhead
Address
Phone Number(s)

Date: _____

Dear Merchants/Residents of _____:

“Production Company XYZ” will be filming scenes for “Title of Project” in your neighborhood/on your street (list address).

The current schedule has the filming taking place beginning on _____ and concluding on _____. Our crew will consist of (list number of people) and we will stage production equipment and crew vehicles at/on _____. Filming will take place during the day/night, etc.

It may be necessary to temporarily control or divert street and pedestrian traffic in the vicinity of the filming location. We have secured all necessary permits from the city/county/state, etc. and local law enforcement will be assisting us with traffic control and security.

All of us with “Production Company XYZ” will endeavor to make this a positive film experience for your business and/or your neighborhood. If you have any questions or concerns please contact me at XXX-XXX-XXXX (office) or my cell at XXX-XXX-XXXX. I can also be reached via email at XXXXXXXX@XXXXXXXX.com.

Sincerely,

Location Manager
“Production Company XYZ”