

(on letterhead)

(Date)

TO THE BUSINESSES, PATRONS AND RESIDENTS OF MAIN STREET, FILM AVENUE  
AND NEW STREET:

Film Company Inc. is presently filming scenes in and around (City) for an independent feature film presently entitled "Film Production Adventure." This production is a family comedy about an unlikely threesome who while making a movie about Grandma's bad cooking, they learn how to live life to the fullest at the same time.

On January 4, 2005, we will be filming at 123 Main Street on the corner of Main Street and Film Avenue. We will also be filming in the park on Main Street at the same corner. The shots at 123 Main Street will be exterior shots of the building. The shots in the park will be of our hero, Max, confronting his nemesis with hilarious results.

We will be filming between the hours of 3:30 p.m. and 10:00 p.m. We will be parking our vehicles on Film Avenue and on New Street.

We are an experienced crew and we are aware of the need for street access and a calm atmosphere with as little disruption as possible while working in your neighborhood.

We hope that our presence does not cause you any inconvenience and appreciate your patience in this matter. If you have any questions, please call me on my cell phone (telephone #) or my assistant (Name) at the production office (telephone #). On the day, either I, or my assistant, will be on site during the set-up and shooting if you have an immediate concern.

Sincerely,

(Name)  
Location Manager  
contact number(s)