

# PRODUCTION COMPANY LETTERHEAD

Dear Resident and/or Business Owner,

DATE

**PRODUCTION COMPANY NAME** is currently in production on **NAME OF PROJECT** for **NETWORK/TV STATION**; where we will be filming **DESCRIPTION / SYNOPSIS OF FILMING**.

***We are planning to film in your area on***

***DAY, DATE, 7:30AM – 6:00PM (PREP)***

***DAY, DATE, 7:30AM – 2AM (PREP & FILMING)***

***DAY, DATE, 7:30AM – 6:00PM (WRAP)***

We will be filming at **LOCATION ADDRESS**.

(Insert brief description here if there will be any impact relating to: bright lights, traffic control, noise, simulated gunfire, stunts, special effects, use of street parking...etc.)

We have applied for the necessary permits for filming and we are a fully insured company. Please feel free to contact the Locations department @ **PHONE NUMBER** and **NAME OF PERSON ON SITE (Assistant Location Manager)** @ **PHONE NUMBER** with any questions or concerns.

As guests in your neighborhood, we will make every effort to be respectful of the daily routine of the community. We would like to thank you in advance for your cooperation and will treat your neighborhood with respect and hope to keep our short stay a welcomed one.

Sincerely,

**PRODUCTION COMPANY CONTACT NAME**

**COMPANY NAME**

**PHONE NUMBER**