COMPANY NAME

**Telephone: (XXX) XXX-XXXX**

# **Notification for Intended Filming**

August 20th, 2020

Dear Neighbors,We will be filming scenes for our upcoming project: “TITLE OF PRODUCTION” on Wednesday, August 26st in your neighborhood, at the following location…

* **17715 Vanowen St. (restaurant)**

**ACTIVITY INCLUDES**: Interior dialogue & exterior dialogue in the alley, and atmospheric smoke effects

Proposed “**No Parking**” on 5/21 from 7AM – 3AM

* WEST side of White Oak Ave. from Vanowen St. going North for 400'

We understand the impact that filming can have on a neighborhood and want to assure you that we are conscious of minimizing our presence by demonstrating extreme care and consideration while we are guests in your neighborhood.

We have applied for the necessary permits and maintain all legally required liability insurance.

If you have any questions or concerns regarding this project, please do not hesitate to email me at locationmanager@locations or contact me at the phone number below.

Thank you for your time.

Best regards,

NAME

Location Manager

(XXX) XXX-XXXX