

# SAMPLE NOTIFICATION LETTER

## Event in our Community

May 1, 2023

Dear Neighbour,

My name is Jane Smith and I live at 123 Main Avenue. I am writing this letter to let you know that I am hosting my daughter's wedding on Saturday, June 17, 2023.

We will set up one large tent in our backyard with a DJ playing music until midnight. To make sure that our event does not cause too much disturbance for you, your family, and other neighbours, we will be turning down the music volume at 10:00 pm and encouraging our guests to move inside the tents or the house.

Our tent will be set up on Thursday, June 15, and the party is going to start at 6:00 pm on Saturday, June 17. We will have some of our guests park on the north side of Main Avenue, but we will make sure that your driveway is not blocked and there is still access for emergency vehicles to get through if needed.

We are in the process of getting a Special Event permit from Rocky View County. They are helping us identify all safety requirements we are going to follow during our daughter's wedding.

We know how important it is to maintain the peaceful environment of our neighbourhood, so if you have any concerns or questions, please feel free to give me a call at 555-555-5555 or email me at [jane.smith@myemail.com](mailto:jane.smith@myemail.com).

We would love to extend an invitation to you and your family to join us to celebrate our daughter's wedding.

Have a wonderful day!

Jane Smith

123 Main Avenue

555-555-5555

[Jane.smith@myemail.com](mailto:Jane.smith@myemail.com)