

# Public Event Road Closure Notice

Date: [Insert Date]

To: [Community Residents/Businesses]

From: [Your Organization/City Department]

Subject: Notice of Road Closure for [Event Name]

Dear [Residents/Business Owners],

We would like to inform you that in order to facilitate [Event Name], scheduled on [Event Date], the following road will be closed:

- **Street Name:** [Insert Street Name]
- **Closure Dates:** [Insert Start Date] to [Insert End Date]
- **Closure Times:** [Insert Start Time] to [Insert End Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to create a safe and enjoyable experience for all attendees. For more information, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]