To: Resident From: ……………………………

Address: ……………………………

……………………………

……………………………

Date: ……………………………

Dear Sir/Madam,

**Re: Proposed temporary road closure**

I am writing to inform you that I am in the process of applying to close the following road(s) for a street party/coronation street party/community event:

……………………………………… ………………………………………

……………………………………… ………………………………………

……………………………………… ………………………………………

The closure is planned for the day(s) of …………………………………………………………

between the times of ……………… and ………………

The road will be fully closed, although access will be maintained for emergency services at all times in all parts of the street(s).

If you have any comments, queries or objections about this proposal, please contact

me on ……………………, or contact [temptm@coventry.gov.uk](mailto:temptm@coventry.gov.uk).

Many thanks in advance for your co-operation.

Yours sincerely,

…………………………………