

Neighborhood notification template

Dear President of [NEIGHBORHOOD]:

Our organization is hosting [EVENT] on [DATE]. We anticipate the event lasting from [TIMES]. We have applied for a Special Events permit with the City of Charleston. In accordance with City requirements, we are notifying all impacted neighborhoods. Our event will impact the [LIST ALL IMPACTED STREETS AND NEIGHBORHOODS, INCLUDE DESCRIPTION OF THE IMPACT]. We will be placing informational flyers about the event in your area.

Please let me know if you have any questions or concerns.

For more information, contact [EVENT CONTACT PERSON and PHONE].”