

FilmATL [Company Letter Head]

January 10th, 2018 [Date]

FILMING NOTIFICATION

Film Office Productions [production company], along with the support of the Georgia Film, Music, and Digital Entertainment Office, is planning to shoot scenes for the television show. “[Production Alias],” near your area.

We are requesting a couple of lane closures [impact on community] near the High Museum of Art [impacted area] for January 15th, 22nd, & 29th, 2018 [dates of impact].

Here’s a list of the lane closures we are requesting pending approval from the city of Atlanta: [List **ALL** closures in bulleted list]

Ex:

- **North Club Lane & sidewalk closure** [type of closure] **on 15th Street between Peachtree Street NE & Arts Center Way NE** [Streets impacted], **January 15th, 22nd, & 29th** [Dates of impact] **from Midnight – 11:59pm** [times slot for impact].

We will have local police with us during the requested closure for traffic safety.

Everyone associated with Film Office Productions [name of production company] will endeavor to ensure that this is a positive filming experience. Should you have any questions, please feel free to contact us.

Best,

The Location Department [Name, title]

Phone: 404-777-9311 [On-site point of contact]