Today's Date _____

Dear _____,

_____ is holding a Block Party on _____ (date)

from _____(time) until _____ (time).

We propose to close the block at _____ (Street Name) between

_____ (Street Name) and _____ (Street Name)

for the party. We hope that you will consent to this closure.

We will attempt to make the closing as non- problematic for our neighbors surrounding this event. I'd like to have you sign this form below stating that you consent to close the block.

Please call me for any question at _____-_____-_____

Sincerely,

_____

- _____, reside(s) at _____ (Address) and consent to the closure listed above.
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