

# Sample Letter

**ABC Productions Inc.  
789 Yellow Road,  
Toronto, ON Z6A Y7B  
Tel: 416-123-4567**

**June 1, 2017**

Dear Property Owner in the vicinity of (insert location name):

ABC Productions Inc. is scheduled to film exterior scenes for the television series entitled "My Favourite Job" at 9999 Green Street, Pickering, **on Friday, June 24, 2017.**

"My Favourite" is a prime-time drama series that follows the lives of three people who work in a factory set in 1950s Pittsburgh. It's about hope and regret, disappointment and love—starring Joe Smith and Julie Jones.

Our filming will begin at approximately 8 a.m. for an exterior shot at the entranceway of 9999 Green Street. It will continue with inside shots until approximately 11 p.m..

- Our trucks will be parked on the north side of Green Street, from River Road to Brown Street.
- We will be setting up cones as of 6 p.m. the night before (June 23) and will leave at 8 a.m. on June 25, 2017.
- Overflow production vehicles will be parked on the east or west side of River Street from Oak Avenue to Lake Street. Cones will be in place as of 6 p.m. the night before (June 23) and will leave at 8 a.m. on June 25, 2017.

For any displaced permit parkers, we have made arrangements for a parking lot on the east side of (insert location here), just south of (insert location here). If this lot is not convenient for you, please contact myself, John Black at 905-333-7777, or Mary Robertson at 416-213-9277.

If you have any questions or concerns, please feel free to contact anyone from the locations department at our production office (416-123-4567), or the Durham Region Film Office at 905-668-4113 ext. 2617.

We appreciate your co-operation with this film shoot and for supporting Durham Region's film and entertainment industry.

Sincerely,

John Black  
ABC Productions Inc.