

SAMPLE CITY COUNCIL NOTIFICATION LETTER

Councilmember Name, District #
Atlanta City Hall
55 Trinity Avenue, S.W.
Suite 2900
Atlanta, GA 30303-3584

Date

RE: [Event Name]
[Event Date]
[Event Location]

Dear Councilmember [Last Name],

This letter shall serve as notice of my outdoor event permit application submission to host the [EVENT NAME] at [EVENT LOCATION] on [DATE OF EVENT] from [EVENT TIME START] to [EVENT TIME END].

[ADD HERE] DETAILED EVENT PURPOSE & DESCRIPTION, INCLUDE STREET CLOSURES.

If you have any questions about this event, please contact me at (888) 888-8888 or by email at [insert your email address].

Thank you!

Sincerely,

John Doe
Event Host/Organizer
Event Name