



EVENT NOTIFICATION LETTER

Notice to all Adjoining and Nearby Residents

To whom it may concern,

<Insert Park> event occurring on <Insert Day> <Insert Date>.

As a courtesy to our neighbouring residents, we write to advise that a sports club located within <Insert Park> is hosting an event on <Insert Day> <Insert Date>.

We have been working with Logan City Council to ensure we minimise any disruption caused to neighbouring residents during our event.

The Scheduled Event is as follows:

- <Insert Day> <Insert Date>
- <Insert Organisation>
- <Insert Event>
- <Insert Start Time>
- <Insert End Time>
- <Insert Estimated Attendees>

Contacts for <Insert Organisation>:

If you have any concerns on the date of the event, the following contact may be of assistance:

- <Insert Organisation>, <Insert Position>, <Insert Event Contact>, <Insert Contact Number>

Yours sincerely,

<Insert Organisation Contact Name>

<Insert Organisation Contact Position>