**Date**

Dear Dublin residents and corporate citizens,

**(Insert name of event organizer)** would like to inform you of an upcoming event that may impact traffic in your neighborhood.

**(Insert name of event)** will take place on **day, date, and year**.

The **(event)** will begin at **(time)**, and all roads are expected to reopen by **(time)**.

**(Insert name of event organizer**) has received a permit for the event for the City of Dublin and has worked with the City’s Community Event Committee on plans to minimize traffic impacts.

**Road Closures for the (insert name of event):**

* **(Name of street)**, from **(name of street)** to **(name of other street)**, will be closed to through traffic from approximately **(time period)**.
* Other roads closed at this time include: **(insert street names here)**.
* **(Insert alternate access here. For example: Residents who live east of South High Street in Historic Dublin will be able to exit to Bridge Street via South Blacksmith Lane during the race.)**

**(Insert any other impact for residents here. Are there parking restrictions during certain hours? Any lane restrictions?)**

Thank you for your patience and support on (**day, date, and year**). If you have any questions or are interested in participating in the event, more information is available at **(website).** You are also more than welcome to call **(phone number)** or email us at **(email address).**

Thank you,

Signature