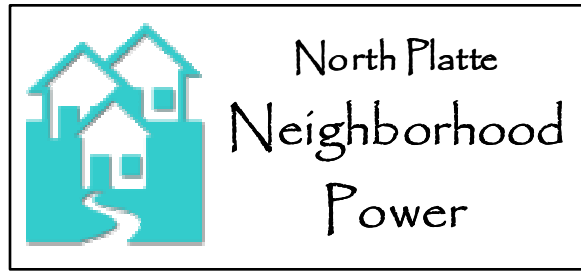


Sample letter: Request to block off your street for your block party

Use the sample letter below as a guideline for your own letter. Insert your own information in the boxes below.



Creating Connections for Caring Communities

Date

Jim Hawks, City Administrator
211 W 3rd St
North Platte NE 69101

Dear Jim,

My neighborhood is planning to host a block party and I am asking approval to have the street blocked off. The party will be located on Cedarberry Rd. between Gilman Ave. and Baytree Ave. on May 24, 2008, from 4 p.m. to 9 p.m. I will be hosting the party and can be reached at 532-1000 for any questions.

Thanks for your help.

Sincerely,

Jane Smith