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Contact:

Telephone:

Email:

Date:

Dear Sir/Madam,

Re: Street Play Project

I am writing to let you know about a consultation, which we will be carrying out in your area on [insert date here]. It is about an activity we would like to organise.

We would like to consult with you to see if you would be happy if we ran a “Street Play” session on [insert date here] for children in the area.

The session will take place at [insert street name here], which will mean be closed to vehicles for [insert number of hours] to make sure that everyone involved is safe. There will be volunteers at each road closure point to redirect traffic and give parents peace of mind.

**What is Street Play?**

Street play aims to give children the opportunity to play out safely on their streets, outside their doors and involves free and unstructured play. People can bring out their own toys such as skipping ropes, bikes, and scooters.

It’s all about giving children the space and permission to play in the street, whilst adults have a chance to meet and get to know their neighbours better and experience a car-free street.

Yours sincerely

**(Name)**

Insert signature here

Job/Professional Title