

PRODUCTION COMPANY LOGO or

NAME HERE

DATE

Dear Neighbors and Business Owners,

We've been encouraged by the KC Film Office to inform you that on **Day/Date**, **Production Company** will be filming scenes at **name of location(s)** in this area from approximately **start time am/pm** to **finish time am/pm**.

"**Project Name**" is produced by **Production Company**.

Here is information about our shoot [**customize as needed**]:

- We have reserved parking for our production vehicles at **ABC Street** from **0:00 am/pm** to **0:00 am/pm**.
- We are a **small crew/large crew**.
- **Other...**
- **Other...**

We will do everything possible to minimize the impact of our production on your neighborhood. If you have concerns (scheduled deliveries, construction, accessibility needs, etc.) that must be addressed, please call the Locations Department at **PHONE NUMBER**. We will do everything possible to find a mutually agreeable solution.

We are grateful for your cooperation and contribution to help make this location shoot a success. We appreciate your support in the city's efforts to support filmmaking in and around Kansas City.

We have been in contact with and are working in full cooperation with KC Film Office, and Rachel Kephart may be contacted to verify our credentials at film@kcmo.org. We are also working with all necessary city departments in the making of this project.

Thank you in advance for your understanding and consideration.

LOCATION MANAGER NAME/SIGNATURE

PHONE NUMBER

EMAIL

PRODUCTION COMPANY

Address CITY, STATE ZIP CODE | Phone: XXX.XXX.XXXX | Email: XXXXX@XXXX.com