

Sample Letter to Businesses, Merchants, or Residents

[Business, Merchant, or Resident Name, if available]
Complete Address

RE: [Name of Film Project and location of filming]

Dear [],

This is to inform you of filming in your area.** See the information below for details:

[Information required to be disclosed:

- Date Permit Application was submitted to the Village of Larchmont
- Dates and times of filming
- Description of activities that may directly involve and/or affect any businesses, merchants, or residents such as “road closures” or “outdoor lighting”.

We are aware of the inconvenience caused by activity and we seek to minimize disruption to the maximum extent possible. Please bear with us while we complete our project. If you have any questions of concerns, please call [insert phone number of location manager].

Regards,

Film Production Company
Address

**The Village of Larchmont Code Section 157-4 states “where the applicant’s production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice of the filing at least three days prior to the requested shooting date and be informed that objections may be filed with the Village Administrator, said objections to form a part of applicant’s application and be considered in the review of the same. Proof of notification to adjacent owners shall be submitted to the Village Administrator at least two days prior to the requested shooting date.”