

Emergency Services Correspondence example

Name of Organisation/Organising Committee

First Line of Address

Second Line of Address

Contact Phone Numbers

Insert Date

Insert Name of Emergency Service eg NSW Fire Service, NSW Ambulance, NSW Police

First Line Address – eg Street or Postal Address

Second Line Address – Suburb, State, Postcode

To Whom It May Concern

RE: Insert name of your Event, Event Location and Event Date

The **insert name of organisation/organising committee/Event Organiser** will be conducting **insert name of event** in **insert event location** and **insert event date/s**. The event and road closures have been approved by the Local Traffic Committee and Greater Hume Council.

The event will involve road closures of **insert street names, boundaries and key landmarks**. The road closures will take place from **insert commencing time** and will be cleared by **insert end time**.

The Event Controller who will be in charge of the event site on the day will be **insert event controllers name** and they can be contacted on **insert mobile phone number, insert landline phone number and insert email address**.

We look forward to your favourable reply.

Yours sincerely

Insert name of writer

Insert position on event organising committee