

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

Dear Neighbor,

We are writing to inform you that an Open House event will be held at **[Property Address]** on **[Date of Event]**.

To ensure a successful event and the safety of our guests, there will be increased activity on the street between the hours of **[Start Time]** and **[End Time]**. This may include:

- Additional street parking usage.
- Directional signage placed on sidewalks or street corners.
- Increased pedestrian traffic.

We have instructed all visitors to be mindful of driveways and to keep noise levels to a minimum. We value your patience and cooperation during these few hours.

If you have any immediate concerns or specific requests regarding property access during this time, please contact us at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Your Name/Signature]
[Company Name, if applicable]