***Letter to residents promoting your Play Street template***

(Insert date)

Dear Neighbours,

**Come and join our Play Street on [insert date and time]!**

Richmond Council has given us permission to go ahead for a Play Street on Car Free Day.

The Play Street will be happening on [insert name of road] on xx September 2023 between xx and xx.

Children of all ages are welcome to play outside on their bikes, scooters, chalk, skipping ropes etc. It’s a great opportunity for everyone in our street to meet and get to know each other and re-imagine how our streets could be. Whether you have young children or not, you are more than welcome to come along!

**How it works**

For children to be able to play on the streets safely, we will need to close the road to motor vehicles. Residents will still be able to access the road by motor vehicle, however will be asked to drive at a very reduced speed and will be walked in/out by stewards.

**We need your help to stay safe!**

At the play street, parents/carers are responsible for their own children.

We also need some volunteers to stand at the road closure points and divert traffic. If you are interested in volunteering, please contact me. If you have your car parked inside the street, you do not have to move, though you may want to consider parking elsewhere.

We hope to see you there!

**Best wishes,**

(Insert your name/s)

(Insert your address and contact details here)