

SAMPLE
Student Filming Notification Letter

“Name of Project”
by Your Name

Date: _____

Dear Merchants/Residents of _____:

I will be filming scenes for a class project entitled “Name of Project” in your neighborhood/on your street (list address).

Scenes for this project will begin on (Date/Time) and conclude on (Date/Time). The activity will involve (describe what merchants/residents will see).

All necessary permits from the (list municipality) Permitting Office and the Savannah Area Film Office have been secured to ensure for a safe and timely production.

Disruptions to (list all, i.e. parking, traffic, or other disruptions) may occur (if there are none, state “there should be no disruptions”). However, I will endeavor to make this a positive film experience for your business and/or your neighborhood.

If you have any questions or concerns please contact me at XXX-XXX-XXXX or you may contact:

The City of Port Wentworth Permitting Office

305 South Coastal Highway
Port Wentworth, Georgia 31407
(912) 964-4379
Monday – Friday 8:30AM – 5:00PM

The Savannah Area Film Office

(912) 447-4159
Monday – Friday 8:30AM – 5:00PM

Sincerely,

Your Printed Name
“Name of Project”