Dear neighbours,

I am writing to let you know that following consultation with residents on the street, [INSERT NAME] Council has approved the closure of [INSERT NAME OF STREET/AREA TO BE CLOSED TO TRAFFIC] between the times of [INSERT TIMES]for children to play safely in the street on the following dates:

[INSERT DATES AND TIMES]

Playing Out sessions are short, stewarded road closures, giving children the chance to play safely near home, but also making the street feel safer and friendlier for everyone. Parents will be responsible for their own children’s safety and behaviour as normal.

We want to reassure you that this is not going to stop you from having car access to your house. Through traffic will be diverted but anyone wanting to park on the street will be asked to drive in and out at walking speed, escorted by a volunteer steward from the street.

We really hope you like the idea but please talk to us if you have any questions.

Please let us know if you would be able to help with stewarding, as this role is crucial to the success and safety of the sessions.

Best wishes,