

**BEST PRODUCTIONS INC**

**123 ANY STREET, TORONTO, ON A1B 2C3 TEL: (416) 555-1234 FAX: (416) 555-4321**

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December 20<sup>th</sup>, 2015

Dear Residents and Businesses in the vicinity of 52 Deforest Road:

Best Productions Inc. is pleased to be filming exterior scenes for the Television Series entitled "Best Show Ever" at **108 Torontonion rd, on Monday, January 5th, 2016.**

"Best Show Ever" is a prime-time soap opera that follows the trials and tribulations of two rival families set in New York City and stars Mickey Mouse.

**Our filming will begin at approximately 8:00am for an exterior shot at the entranceway of 108 Torontonion Road and continue inside until approximately 11:00pm.**

Please notice, coning, and departure times included

- Our trucks will be parked on the north side of Torontonion rd from Maple Avenue to Leaf Street.  
We will be coning as of 6:00pm the night before (Jan 4) and will leave at 8:00am on January 6th, 2015.
- Overflow production vehicles will be parked on the east or west side of Maple Avenue from Morningside Avenue to Queen st, coning as of 6:00pm the night before (Jan 4) and will leave at 8:00am on January 6th, 2015.

For any displaced permit parkers, we have made arrangements for a parking lot on the east side of (insert location here), just south of (insert location here). If this lot is not convenient for you, please contact myself, Joe Smith at 416-555-1111, or John Taylor at 416-555-2222.

If you have any questions or concerns, please feel free to contact anyone from the locations department at our production office (416-555-1234), or the Toronto Film and Television Office at, 416-338-3456.

Thank you for your co-operation in this matter and for helping support Toronto's film and entertainment industry.

Sincerely,

*Joe Smith*

Joe Smith  
Location Manager  
416-555-1111

*John Taylor*

John Taylor  
Assistant Location Manager  
416-555-2222