**[company letterhead]**

**City, Date**

**His Worship/Her Worship**

**Mayor of municipality**

**Council members**

**City Hall address**

**Object: Construction on name of the street or very brief description of project and impact on my business**

**Dear Sir/Madam,**

**We are writing to express significant concerns regarding construction on name of the street or very brief description of construction project. Our business specializes in describe your activities very briefly and, in order to carry on its regular operations, counts on easy access to our property located at specific address of the property that is impacted by construction. You will therefore understand that any major or extended hindrance or barrier related to public works is likely to significantly affect the viability of our business.**

**Local businesses like us are the foundation of the economy of municipality. Consequently, we would like to know which measures were taken by your administration to mitigate the negative impacts for businesses of construction on name of the street or very brief description of construction project, including likely compensation in the event it had a major impact for an extended period on our bottom line.**

**We also believe that highly efficient communication should take place between the municipality, the contractor and all local businesses being directly impacted by construction. To that end, we would like to know the name(s) and contact information of project manager(s) or point person(s) for the project on name of the street or very brief description of construction project and request a meeting with you to talk about our needs and preoccupations. You can reach us through the information below between best time to contact you.**

**Sincerely,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Name of business**

**Full address**

**Phone**

**Email**