

aaa[Insert Address]
[insert date]

Dear Longbridge Road Resident.

We hope this letter finds you well.

We are writing to you in reference to the proposed event: COGO Presents at Barking Park on Saturday 17th June 2023.

By now you should've received our initial letter outlining the event including proposed times and capacity.

We wanted to reach out to let you know that the event will now be called: festival PEOPLE, and to make sure you received our initial communication and that you know how to contact us if you have any questions regarding our proposal.

We appreciate your residence is one of the closest to the park and therefore would be more than happy to provide further information regarding our event if required.

We have a webpage dedicated to community information <https://cogo.events/community>. Here you can sign up to our local community emailing list and be kept up to date with all the news and opportunities, including how to enter the resident's ticket ballot.

To reiterate, our team at AMAAD, U-Live & Slammin' possess extensive experience within large scale events and have planned and delivered successful, safe and memorable events throughout similar parks and venues in London and further afield. This includes the Elrow Town London event in Parsloes Park earlier this year.

Furthermore, our team will be working in partnership with local stakeholders to minimise the impact to all local residents and businesses. This includes making sure all stakeholders are kept up to speed with our plans in a timely manner.

Your main points of contact throughout the licensing process will be Charlie Lock (Stakeholder Manager), Anna Plant (Project Manager) & Alex Beattie (Senior Operations Manager) all of whom can be contacted via barkingcommunity@amaad.co.uk. If you do not have access to e-mail, we can be contacted via the address at the top of this letter.

Thanks once again for your time, and if you have any questions at all please don't hesitate to get in touch.

Kind regards,

COGO Community Team