

Hello,

I am writing this letter to inform you that on [date], we will be having [event descriptions and address it is being held]. It is from [time] and there will be [what type of noise – eg. band, amplified sound etc].

I have requested a Noise By-Law Exemption from the Township of Wilmot. The exemption will be considered by the Supervisor of Municipal Law Enforcement. Please contact Erin Merritt, Supervisor of Municipal Law Enforcement at 519-634-8519 Extension 9257 or at erin.merritt@wilmot.ca as soon as possible if you have any concerns.

Sincerely,

[your name]