

Appendix 5

Fire Authority Letter Example

Dear [Fire Authority],

I plan to have a temporary campground park at [campsite address] on the dates of [dates of event]. There will be [##] lots at the temporary campground during this event.

Attached is a copy of the plans for the layout of the campsites. Please review the plans and provide a letter of approval to [your address or email address].

Thank you for your consideration,
[Signature]

[Your Name]

[Your Address]

[Your phone number]

[Your Email]