

(Date of Letter)

(City Council Member)

(Attn: Director of Advertising Policies)

(Room, Floor or P.O. Box)

(Street Address)

(City, State and Zip Code)

RE: Advertising Policy

Dear Director:

Some concern has arisen over advertising that has been prevalent in the (name of City) community. Certainly there must exist a policy relative to advertising in the community. In this regard, the undersigned would appreciate copies of all advertising policies and any local enactments that are either a part of the city code or administrative code that would set forth the requirements for advertising within or adjacent to city limits. If there are any unofficial policies relative to advertising within the community, those too would be appreciated.

The foregoing request is imperative in order for me to make my assessment relative to certain advertising in the community. It is my intention to analyze and review the policies. Should you have any reason to discuss this request with the undersigned, please feel free to do so. Should there be any delay in providing these materials for any reasons at all, kindly advise. Thanking you in advance for fulfillment of this request, I remain

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.