16th November 2013

«First\_Name» «Last\_Name»

«Address»

Dear Mr/Ms. «Last\_Name»,

As you are all aware this is the month of the annual road march competition. The date has been confirmed for August 15th. Since you have completed payment for this event your spot has been confirmed in the parade.

The route of the parade this year is as follows:

* Assemble at Main Street at the Cenotaph
* Head West along Church Street
* North along Vlissingen Road
* East into Thomas Land
* North into the National Park

Here the floats will assemble on the tarmac for judging. Judging will begin when all floats are present.

Participants are expected to assemble at 07:15 hrs for collection of costumes. The parade will commence at 08:30 hrs. Persons who are late can join the parade at Church and Camp Streets.

Please make a special effort to be punctual.

We are grateful for your decision to be a part of our band.

Claire Clarke.