

SAMPLE INITIATION LETTER  
FROM NEIGHBORHOOD WITHOUT HOA

DATE

Town of Danville  
Transportation Services Division  
510 La Gonda Way  
Danville, CA 94526

RE: Initiation of the Neighborhood Traffic Management Program for the  
[REDACTED] neighborhood

Dear Transportation Services Division:

The following residents of the **[NAME OF NEIGHORHOOD]** neighborhood, representing 25% of the affected parcels in an area defined by the map provided by the Danville Transportation staff, would like to initiate the Neighborhood Traffic Management Program (NTMP) to address **[IDENTIFY TRAFFIC/PARKING PROBLEMS]** issues.

NAME	ADDRESS	SIGNATURE
[REDACTED]	[REDACTED]	[REDACTED]

(Add additional pages for signatures if applicable)