Instructions:

1. Replace the text in red with your information, local detail etc.
2. Make sure you delete all the red text – including these instructions!
3. Either
* Save the document, then print on plain paper and post
* Or
* Copy and paste the text into an email and send

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[Your name and address here]

[Date here]

[Council name and address here]

Dear Sir/Madam

Request for more Blue Badge parking spaces **on Park Road, Littletown**

I am a Blue Badge holder as a result of my acquired brain injury. **I have been finding it very difficult to park outside the shop on Park Road, Littletown and would appreciate your help.**

Please could you designate a space **outside the shop on Park Road, Littletown** for Blue Badge holders?

**I would find it really helpful if there were a disabled parking bay outside the shop on Park Road on the same side of the road as the shop.**

**It would then be much easier for me to shop there instead of travelling into the town centre. The town centre is very busy and noisy and I become severely fatigued after just a short time in town due to my brain injury. I also find it hard to remember where I have parked.**

Now the government has made it easier for people with hidden or invisible disabilities to qualify for Blue Badges there will probably be even more people like me relying on a Blue Badge. Having more designated spaces to park with a Blue Badge, **such as outside the shop on Park Road**, would be really helpful.

Thank you for your help.

Yours faithfully

**Your signature here**