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

----------------------------------------------------------------------------------------------------------------

[Your name and address here]

[Date here]

[Council or car park operator name and address here]

Dear Sir/Madam

Request for more Blue Badge parking spaces **in Littletown’s Smith Street** car park

I am a Blue Badge holder as a result of my acquired brain injury. **I attempt to use the car park in Smith Street in Littletown at least twice each week.**

Please could you designate two more spaces in the **Smith Street car park in Littletown** for Blue Badge holders?

**I visit the car park at least twice a week, usually on Tuesday and Thursday afternoons, but over the last three months, I have to go home eight times without going to the shops because the Blue Badge spaces were full.**

**My brain injury means I need to plan my trips carefully and make sure I don’t become fatigues, which can leave me unable to get out of bed for a couple of days – even from something simple like going to town to get a small amount of shopping.**

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. We need these extra spaces to make sure we can find a suitable place to park.

Thank you for your help.

Yours faithfully

**Your signature here**