

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

Re: Notice of Public Hearing  
City D A T E  
City of , STATE

Dear N A M E:

A hearing on the request for an Amendment to the official Zoning Map should be set for D A T E , at the regularly scheduled meeting which begins at D A T E .

N A M E is publishing the notice in the N A M E County News on behalf of CITY N A M E. N A M E is also posting the Notice of Hearing on the property described and notifying all property owners who own property located within 160 feet of the property described by certified mail.

Enclosed for your records please find a copy of the zoning application. Please also find enclosed the filing fee check for \$ .

Please call if you have any questions.

Sincerely,

N A M E

Enclosure