

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 of N A M E, S T A T E

Dear N A M E:

This letter is to inform you that CITY N A M E, LLC has requested a public hearing on the request to amend the official Zoning Map to cause a certain parcel of property in your area to be changed to allow for industrial development on such property. A description of the property subject to said request is given in the exhibit which is included with this letter.

Said proposal will come before the Mayor and Board of Aldermen for public hearing on D A T E during their regularly scheduled meeting which begins at TIME and is to be held at 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. Any person desiring to express his or her views on the proposed amendment may be present and do so at said hearing or may deliver his or her written statement to the City Clerk prior to said hearing. Written statements so delivered shall be part of the record of said hearing. All inquiries about the application and proposed amendment should be addressed to the undersigned, at 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.

Sincerely,

N A M E
City Clerk