

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

<date>

**HAND DELIVERY**

<Name>  
<address>  
<address>

**RE: Rezoning Application**

Dear <Name>:

Enclosed are the following:

1. Zoning Action Application;
2. our check in the amount of \$            for application fee; and
3. our check in the amount of \$            for deposit.

Thank you for your consideration in this matter.

Sincerely,

BY:

/  
Enclosures