

[Date]

[Property Owner Name]

[Mailing Address]

[City, State, Zip Code]

RE: Notice of Proposed Zoning Reclassification

Dear Property Owner,

This letter is to inform you of a proposed zoning reclassification regarding the property located at:

Property Address: [Address of Subject Property]

Parcel Number: [Assessor's Parcel Number]

Current Zoning: [Current Classification, e.g., R-1 Residential]

Proposed Zoning: [Proposed Classification, e.g., C-1 Commercial]

Reason for Request:

[Brief description of why the reclassification is being sought, e.g., to allow for the construction of a retail space or professional offices].

Public Hearing Information:

A public hearing has been scheduled to discuss this proposal. You are invited to attend and provide comments.

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Building Name/Address, Room Number]

If you are unable to attend the meeting, you may submit written comments to [Department Name] at [Email Address] or [Physical Mailing Address] no later than [Deadline Date].

Relevant documents and maps regarding this reclassification are available for public review at [Website URL or Office Location].

Sincerely,

[Your Name/Department Head]

[Title]

[Agency/City Name]

[Phone Number]