

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]

Subject: Professional Commercial Zoning and Land Use Services

Dear [Recipient Name],

I am writing to formally introduce myself as a Commercial Zoning Specialist with [Your Company Name]. With extensive experience in navigating complex municipal codes and land-use regulations, I help developers and business owners streamline the entitlement process for their commercial projects.

My services include:

- Detailed Zoning Analysis and Feasibility Studies
- Representation at Planning and Zoning Board Hearings
- Variance, Special Use Permit, and Rezoning Applications
- Site Plan Review and Regulatory Compliance
- Liaising with Local Government Officials

Navigating the transition from site selection to breaking ground can be challenging. My goal is to mitigate risks, resolve zoning bottlenecks, and ensure your project adheres to all local ordinances to avoid costly delays.

I would welcome the opportunity to discuss how my expertise can support your current or upcoming developments. Please let me know if you are available for a brief introductory call next week.

Sincerely,

[Your Signature]

[Your Printed Name]