

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Name of Zoning Board/Planning Commission]  
[Department Name]  
[Address]  
[City, State, Zip Code]

**RE: Zoning Variance Request for [Property Address / Parcel Number]**

Dear Members of the [Zoning Board/Planning Commission],

I am writing to formally request a zoning variance for the property located at [Address], currently identified as [Lot/Parcel Number]. I am seeking relief from [Specific Code/Section Number], which requires [Current Requirement, e.g., a 20-foot rear setback].

Instead, I am requesting a variance to allow for [Proposed Change, e.g., a 12-foot rear setback] to facilitate the development of [Description of Project, e.g., a single-family home/garage/addition].

This request is based on the following grounds for hardship:

- **Physical Hardship:** [Explain unique physical characteristics of the land, such as topography, shape, or size, that make it difficult to build within current rules].
- **Reasonable Use:** [Explain why the property cannot yield a reasonable return or be used effectively without this variance].
- **Neighborhood Character:** [Explain why the variance will not alter the essential character of the locality or impair the use of adjacent properties].

I have attached [List of attachments: site plans, surveys, photos, or neighbor support letters] to provide further detail on the proposed development.

Thank you for your time and for considering this application. I look forward to discussing this request further at the upcoming public hearing on [Date, if known].

Sincerely,

[Your Signature]  
[Your Printed Name]