

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

RE: Negotiation of Landscaping Alteration Contingency and Variance for [Property Address/Project Reference]

Dear [Recipient Name],

I am writing to formally discuss the landscaping alteration contingencies and the associated variance requirements for the project located at [Property Address].

Upon review of the current site plans and local zoning ordinances, it has been identified that the proposed landscaping alterations require a variance regarding [Specific Issue, e.g., Setback Requirements, Tree Removal, or Hardscape Ratios]. To ensure the project proceeds effectively, I propose the following negotiation points:

- **Proposed Variance:** [Briefly describe the specific variance being requested].
- **Mitigation Strategy:** [Describe how you will offset the impact, e.g., planting native species or installing drainage solutions].
- **Contingency Adjustment:** [Propose a timeline or financial adjustment if the variance is denied or modified].

The proposed alterations aim to [Reason for changes, e.g., improve aesthetic value, enhance privacy, or address environmental concerns] while maintaining the integrity of the surrounding landscape. I believe these adjustments are reasonable and provide a mutually beneficial outcome for all parties involved.

I would like to schedule a meeting to discuss these terms in detail and reach a formal agreement. Please let me know your availability for a brief call or meeting during the week of [Date].

Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]