

[Current Date]

[Recipient Name/Planning Department]

[City/County Name]

[Department Address]

[City, State, Zip Code]

RE: Zoning Verification Letter

To Whom It May Concern,

I am writing to request a formal Zoning Verification Letter for the following property:

- **Property Address:** [Full Street Address]
- **Parcel Number (APN):** [Insert Parcel Number]
- **Current Owner:** [Insert Owner Name]

Please provide written confirmation regarding the following details for this property:

1. The current zoning designation (e.g., R-3, Multifamily Residential).
2. Verification that multifamily residential use is permitted at this location.
3. The maximum allowable density (units per acre).
4. Confirmation of any existing zoning violations or open code enforcement cases.
5. Verification that the current structure and use are compliant with existing land use regulations.

Please find the required fee of \$[Amount] attached to this request. If you require any further documentation, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Return Address]