

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

RE: Notice of Application for Commercial Rezoning

Dear Neighbor/Property Owner,

This letter is to inform you that an application for a commercial rezoning has been submitted for the property located at:

Property Address: [Insert Address of Subject Property]
Current Zoning: [Insert Current Zoning, e.g., Residential R-1]
Proposed Zoning: [Insert Proposed Zoning, e.g., Commercial C-1]

Project Description:

The purpose of this rezoning request is to allow for [Insert brief description of project, e.g., a small retail boutique / professional office building / restaurant]. The proposed development will include [Insert brief details about building size, parking, or hours of operation].

Public Hearing Information:

A public hearing regarding this request will be held by the [Planning Commission/City Council] on:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Meeting Room and Building Address]

You are invited to attend this meeting to learn more about the proposal and provide comments. If you are unable to attend, you may submit written comments to the [City/County] Planning Department at [Insert Email or Mailing Address] by [Insert Deadline Date].

If you have any questions regarding this proposal, please contact me directly at [Insert Phone Number] or [Insert Email Address]. You may also contact the [City/County] Planning Department at [Insert Phone Number] and reference Case Number [Insert Case Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Relationship to Project]