

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Town Hall Meeting Regarding Proposed Zoning Change

Dear Neighbor,

This letter is to inform you of an upcoming Town Hall meeting to discuss a proposed zoning change for the property located at: **[Property Address/Description]**.

The proposed change involves reclassifying the area from **[Current Zoning Category]** to **[Proposed Zoning Category]**. The purpose of this meeting is to provide community members with information regarding the project, review potential impacts on the neighborhood, and gather public feedback.

Meeting Details:

- **Date:** [Date of Meeting]
- **Time:** [Time]
- **Location:** [Building Name/Address]
- **Room:** [Room Number/Name, if applicable]

Representatives from the **[Planning Department/Development Team]** will be present to share site plans and answer any questions you may have. Your input is valuable to the decision-making process, and we encourage all residents to attend.

If you are unable to attend but would like to submit a written comment, please send it to **[Email Address]** or mail it to **[Mailing Address]** by **[Deadline Date]**.

Sincerely,

[Your Name/Organization Name]

[Title/Department]

[Phone Number]