[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: Appeal of Zoning Restriction - [Reference Case Number or Property Address]

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

I am writing to formally appeal the zoning restriction currently applied to my property located at [Property Address]. Specifically, I am seeking a [Variance/Special Exception/Re-zoning] regarding [mention the specific code or restriction, e.g., setback requirements, height limits, or land use designation].

The current restriction imposes a significant hardship on the use of this property because: [Detail the specific impact, such as inability to build, loss of property value, or physical constraints of the land].

I believe this request is justified for the following reasons:

- **Unique Circumstances:** [Describe any unique physical characteristics of the land that make following the current code difficult].
- **Neighborhood Compatibility:** The proposed change will not negatively impact the character of the neighborhood or the property values of surrounding neighbors.
- **Minimal Impact:** The requested relief is the minimum necessary to allow for reasonable use of the land.

Enclosed are supporting documents, including [mention maps, site plans, photographs, or neighbor support letters], to assist in your review of this appeal.

I look forward to discussing this matter at the next scheduled public hearing. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]