

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

[Date]

[Name of Zoning Board/Planning Commission]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Opposition/Support for [Case Number/Project Name]

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

I am writing as a resident of [Neighborhood Name] regarding the proposed [zoning change/development project] located at [Address of Property].

I wish to express my [Support/Opposition] regarding this proposal for the following reasons:

- [Reason 1: e.g., Impact on traffic and safety]
- [Reason 2: e.g., Compatibility with existing neighborhood character]
- [Reason 3: e.g., Environmental or infrastructure concerns]

I request that the board considers [specific action, e.g., denying the variance/requiring further environmental studies] before moving forward with a final decision.

Thank you for your time and for considering the input of local residents.

Sincerely,

[Your Signature]

[Your Printed Name]