

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Department/Board]

[Name of Municipality]

[Department Address]

[City, State, Zip Code]

RE: Letter of Representation for Conditional Use Permit Application

Project Address: [Property Address]

Case/Application Number: [Number]

Hearing Date: [Date]

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

Please be advised that I, [Your Name], have been retained to represent [Applicant Name] regarding the above-referenced application for a Conditional Use Permit.

I am formally entering my appearance as the representative for the Applicant for the public hearing scheduled on [Hearing Date]. As the authorized representative, I will be presenting testimony, submitting evidence, and addressing any questions from the Board and the public on behalf of my client.

All future correspondence, notices, and staff reports related to this matter should be directed to my attention at the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Title/Capacity]