

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

[Date]

[Name of Board Chairperson, if known]
[Name of Municipal Planning Board]
[City Hall / Department Address]
[City, State, Zip Code]

RE: Formal Objection/Support regarding [Project Name/Address or Case Number]

Dear Members of the Planning Board,

I am writing to formally express my views regarding the proposed development/action located at [Project Address]. As a resident of [Neighborhood Name], I am concerned about the preservation of the [historical/architectural/environmental] integrity of this site.

The site in question holds significant value to our community because:

- [Reason 1: e.g., Historical significance of the existing structure]
- [Reason 2: e.g., Impact on the neighborhood's visual character]
- [Reason 3: e.g., Preservation of green space or natural landmarks]

I urge the Planning Board to consider the following recommendations before granting approval:

1. [Recommendation 1: e.g., Require a historical impact study]
2. [Recommendation 2: e.g., Mandate the retention of the original facade]
3. [Recommendation 3: e.g., Ensure the scale of new construction matches surrounding heritage buildings]

Thank you for your time and for your commitment to preserving the unique character of our municipality. I look forward to your decision on this matter.

Sincerely,

[Your Signature]

[Your Printed Name]