

(Date of Letter)

(City Administrator/City Manager)

(Street Address)

(City, State and Zip Code)

RE: City Zoning

Attn: City Administrator and/or City Manager

Dear City Administrator/City Manager:

Kindly provide information to the undersigned relative to zoning for the following address:

(list address for which zoning request is made). Also, please provide any documentation or any city ordinance restrictions as to the zoning that may apply to the aforementioned address or any other known city requirement that in any way would affect the use of this property. It is imperative that this request be addressed in a timely fashion; therefore, it would be most appreciated if your reply were received by the undersigned within the next days. Should you have any questions or problems relative to this request, please do not hesitate to contact the undersigned at the address and/or phone number listed below.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)