

# Letter of Zoning Variance Request

Date: [Insert Date]

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

To:  
[Zoning Board/Authority Name]  
[Board Address]  
[City, State, Zip Code]

Subject: Request for Zoning Variance for Commercial Building Expansion

Dear [Zoning Board/Authority Name],

I am writing to formally request a zoning variance for my property located at [Insert Property Address]. The current zoning regulations restrict my ability to expand my commercial building, which I believe is necessary to meet the growing demands of my business.

As the owner of [Your Business Name], I have seen significant growth in our customer base, and expanding our facility will allow us to provide better services and enhance our operations.

We are seeking a variance to [describe the specific zoning regulation you wish to vary]. Our expansion plans include [briefly describe the proposed expansion and its purpose]. We believe that this expansion will not only benefit my business but also contribute positively to the local economy and community.

I have attached all necessary documents, including site plans and business growth statistics, for your review. I kindly ask for your consideration and support for this request, and I am open to discussing this matter further.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]