

Notification of Zoning Permit Application

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you that an application for a zoning permit has been submitted to the [Insert Relevant Authority/Department] for the property located at [Insert Property Address]. The application is for [briefly describe the purpose of the zoning permit, e.g., "a new commercial building" or "a residential development"].

The details of the application are as follows:

- **Applicant Name:** [Insert Applicant's Name]
- **Application Number:** [Insert Application Number]
- **Property Address:** [Insert Property Address]
- **Description of Proposal:** [Insert Description]

You are encouraged to review the application and provide any comments or concerns you may have. The public comment period will be open until [Insert Closing Date for Comments].

For additional information, please contact [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Organization Name]

[Insert Contact Information]