

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Zoning Department's Name]

[City/County Name]

[Department Address]

[City, State, Zip Code]

Dear [Zoning Department Contact's Name],

I am writing to inquire about the zoning compliance for my property located at [Property Address]. I would like to confirm whether [specific use or project] is permitted under the current zoning regulations for this area.

Additionally, I am interested in understanding any specific requirements or permits that may be necessary to move forward with my project.

Thank you for your assistance. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]