

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Department Name]
[City/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for PZC Application

I am writing to formally express my intention to submit an application for the [specific project or proposal name] to the Planning and Zoning Commission (PZC). Our team has conducted extensive research and believes this project aligns with the community's developmental goals and zoning regulations.

The project aims to [briefly outline the objectives and benefits of the project], ensuring it meets the needs of the community while adhering to all regulatory guidelines.

We are committed to transparency and collaboration throughout this process, and I look forward to engaging with the Commission to address any questions or concerns regarding our proposal.

Thank you for considering our intent to apply. I will ensure that the application is submitted by [submission deadline], and I am eager to contribute positively to [City/Organization Name].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]