

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

[Recipient Name]
[Recipient Title]
[Planning and Zoning Commission]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of PZC Application

I hope this letter finds you well. I am writing to formally submit my application for [type of application, e.g., zoning change, site plan review] related to the property located at [property address or description].

Attached to this letter are all the required documents, including:

- Completed application form
- Site plans
- Supporting documents (if applicable)
- Payment receipt for the application fee

I believe this proposal will [briefly state the purpose or benefit of the application]. I am looking forward to the opportunity to present my case at the upcoming planning and zoning meeting scheduled for [insert date]. Please let me know if any further information or documentation is needed to assist in the review process. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]