

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

Dear [Recipient Name or "Members of the Zoning Board"],  
Subject: Appeal of PZC Application Decision - [Application Reference  
Number or Project Name]

I am writing to formally appeal the decision made by the Planning and Zoning Commission regarding my application for [brief description of the application, e.g., "a special use permit for a commercial development at 123 Main St."].

[Provide a brief overview of the decision you are appealing, including the date of the decision and any specific points of contention. Use bullet points if necessary for clarity.]

- [Point 1: Summarize a key reason for your appeal]
- [Point 2: Address any misunderstandings or concerns raised in the decision]
- [Point 3: Highlight any additional information or evidence that supports your case]

I believe that the Commission's decision does not accurately reflect [mention relevant zoning laws, community considerations, or other supporting information].

[Include a brief conclusion, expressing your desire for reconsideration of your application and your willingness to provide further information or discuss the matter in person.]

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization Name, if applicable]