

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

[Zoning Board Name]  
[Board Address]  
[City, State, Zip Code]

Subject: Zoning Appeal Application

Dear [Zoning Board Chairperson's Name or "Zoning Board Members"],  
I am writing to formally submit an appeal regarding the zoning decision related to [specific property address or project name]. My appeal is based on [briefly state reason for appeal, e.g., "the need for a variance to allow for..."].

Details of the Appeal:

- Property Owner: [Name]
- Property Address: [Address]
- Case Number: [if applicable]
- Current Zoning Classification: [Classification]
- Proposed Use: [Describe proposed use]

Reasons for Appeal:

1. [Reason 1: Explain in detail]
2. [Reason 2: Explain in detail]
3. [Reason 3: Explain in detail]

Attached, please find the necessary documentation supporting my appeal, including [list documents such as plans, photographs, letters of support, etc.].

I respectfully request a hearing on this matter and am eager to provide any further information or clarification needed.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Optional: Organization Name, if applicable]