

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Committee Chair's Name]  
Planning and Zoning Commission  
[City/Town Name]  
[Committee Address]  
[City, State, Zip Code]

Dear [Committee Chair's Name] and PZC Members,  
I am writing to you as a resident of [Your Neighborhood/Area], regarding  
[specific topic or issue, e.g., a proposed development, zoning  
amendment].

[Introduce your perspective, concerns, or support for the issue. Include  
specific details and any relevant personal experiences or data.]

I believe that [state your opinion on the matter, e.g., "this development  
will benefit our community by..."]. Additionally, I urge the committee to  
consider [suggest any recommendations or solutions].

Thank you for considering my input. I appreciate your dedication to our  
community and look forward to your continued efforts in shaping our  
neighborhood.

Sincerely,

[Your Name]  
[Your Phone Number]