

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

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

Dear [Recipient Name],

Subject: Application for [Type of Application, e.g., Zoning Variance, Special Permit]

I am writing to submit my application for [specific type of application] concerning the property located at [property address].

[Provide a brief introduction about yourself and your interest in the property or project.]

Details of the application are as follows:

- Property address: [address]
- Description of the project: [brief description of what you are proposing]
- Reason for application: [explain why you are applying for this permit or variance]

[Include any supporting information, such as plans, maps, and relevant documentation, as necessary.]

I respectfully request that the Planning and Zoning Commission review my application and schedule a public hearing at their earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title/Position, if applicable]