

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Land Usage Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to notify you regarding the proposed usage of the land located at [Property Address or Description].

Details of the Land Usage:

- Current Usage: [Current Land Use]
- Proposed Usage: [Proposed Land Use]
- Start Date: [Expected Start Date]
- Duration: [Duration of Proposed Usage]

This notification is in compliance with [relevant regulations or laws]. Please let me know if you have any questions or require further information regarding this proposed plan.

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

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)