

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

Dear [Recipient Name],

Subject: Appeal for Zoning Text Amendment (ZTA) Application

I am writing to formally appeal the recent decision regarding my application for a Zoning Text Amendment (ZTA) submitted on [submission date]. I believe that the decision may have overlooked key aspects of my proposal.

[Briefly outline the main points of your application and any new evidence or information supporting your case.]

I respectfully request a reconsideration of my application based on the above points. I am happy to provide any further information needed and am willing to arrange a meeting to discuss this matter in detail.

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

Sincerely,

[Your Name]