

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the approval of my application for a ZTA (Zoning Text Amendment) regarding [briefly describe the subject of the ZTA].

The purpose of this amendment is to [explain the reason for the request and its significance]. I believe that this change will [discuss potential benefits or improvements].

I have attached all necessary documentation and supporting materials to facilitate your review. Should you require any additional information or wish to discuss this matter further, please do not hesitate to contact me.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]