

FORMAT FOR ZONING BOARD LETTER

CERTIFIED MAIL RETURN RECEIPT REQUESTED

NAME
ADDRESS
TAX MAP # (OF ALL PROPERTY OWNERS)

DEAR

PLEASE BE ADVISED THAT I AM GOING IN FRONT OF THE ZONING BOARD OF APPEALS IN THE TOWN OF KENT. THE MEETING WILL BE ON (GIVE DATE), AT 7:30P.M. AT THE KENT TOWN HALL. I AM REQUESTING A VARIANCE FOR (GIVE REASON).

SINCERELY

NAME
ADDRESS
TAX MAP #