

Letter to a Local Official—Sample

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [local official' s name] :

I would like to express concern about the application for variance on zoning of HIJ Company relating the their proposed building at 111 W. 111 St.

I own a home on the block in question, and have enjoyed a friendly, quiet neighborhood for ten years. All of the surrounding property is residential, and in speaking with other homeowners, we would like to keep our residential area intact.

We are particularly opposed to this variance because the proposed usage of the building is for a high traffic retail operation open from 8 a.m. to midnight. As this is a residential neighborhood, parking and traffic problems would result, jeopardizing the safety of our children and creating security problems.

I believe these are real and significant concerns. I urge you to reject the application for variance for HIJ, and encourage them to locate in a more appropriate commercial area. Preserving the few residential neighborhoods we have left should be important.

Sincerely,

H.M. Smith
President, H.M.S., Inc.