

Date

PROPERTY OWNER

ADDRESS

CITY STATE ZIP

RE: Neighborhood Meeting Notice for Project in your Neighborhood

To whom it may concern,

You are invited to a neighborhood meeting to discuss a project we are proposing near your property. The purpose of the meeting is to discuss the project, answer any questions, and listen to your feedback and suggestions.

Meeting Date: (Please make to mail the notice 10 days or more prior to the meeting, is held at least one day and not more than 3 months prior to submitting an application to the City)

Meeting Time: (Please make sure this is between 5:30 and 8:00 pm on a weekday)

Meeting Location:

Project Summary:

If you would like to contact us ahead of the meeting, please feel free to reach us at **PHONE NUMBER** or **EMAIL**. We look forward to hearing from you.

Thank you,

PROPERTY OWNER/DEVELOPER