

John Doe  
(fill in you address)  
Menomonie, WI 54751  
xxx-xxx-xxxx  
[JohnDoe@gmail.com](mailto:JohnDoe@gmail.com)

To: Jane Smith  
(fill in address of owner notified)  
Menomonie, WI 54751  
01/1/2022

Dear Jane

This letter is to inform you that I am requesting a rezone of my property at \_\_\_\_\_ Menomonie, WI. Since my property neighbors yours, I am notifying you that I am in the process of requesting my property to be rezoned. The proposal will be heard at the Township level, and if approved, it will be heard at the County level as well. In view of this matter, I am requesting that the township rezone from \_\_\_\_\_ to \_\_\_\_\_ in order to \_\_\_\_\_. Please feel free to contact me or attend either the Township meetings and/or County meeting to voice any concerns. I do not know what dates either of the Boards will review the proposal at this time.

Thank you.

John Doe