

John Doe
(fill in you address)
Menomonie, WI 54751
xxx-xxx-xxxx
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 zoning special exception of my property at _____ Menomonie, WI. Since my property neighbors yours, I am notifying you that I am in the process of requesting a zoning special exception for my current parcel zoned _____. 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 the zoning special exception 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