

SAMPLE LETTER  
FOR NEIGHBORS

November 15, 2016

Re: Proposed Demolition – 760 Small Street

Dear Neighboring Property Owner,

I (We) own the above-referenced property and plan to demolish the existing structure. Because you own property within close proximity, the City of Stamford requires that we notify you.

If you have any questions regarding the demolition, feel free to call 203-000-0000.

Sincerely,

Jane Doe