

[Date]

[To: Name of Planning/Zoning Department]

[Name of Municipality]

[Address Line 1]

[City, State, Zip Code]

RE: Zoning Confirmation/Comfort Letter Request

Property Address: [Insert Full Address]

Parcel Identification Number: [Insert PIN/APN]

Legal Description: [Insert Legal Description or Attach as Exhibit A]

To Whom It May Concern,

We are formally requesting a zoning confirmation letter regarding the above-referenced property. Please provide the following information:

- The current zoning designation of the property.
- Confirmation that the current use of the property as [Insert Current Use, e.g., Multi-family Residential] is permitted under the current zoning code.
- Verification that there are no outstanding zoning, building, or health code violations of record.
- Information on any applicable overlay districts or special development standards.
- The status of the Certificate of Occupancy for the existing structures.
- Confirmation that the property was legally subdivided or is a legal lot of record.

Please find enclosed the required processing fee of \$[Insert Amount].

If you require additional information to complete this request, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Company Name]

[Return Mailing Address]