

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Name of Planning Director/Zoning Board Chair]
[Municipality Name] Planning and Zoning Department
[Office Address]
[City, State, Zip Code]

RE: Feedback on Proposed Zoning for New Banking Facility - [Project Address/Case Number]

Dear [Mr./Ms. Last Name],

I am writing as a [resident/local business owner] of [Neighborhood/Municipality Name] to provide formal feedback regarding the proposed development of a new banking facility at [Location Address].

I wish to express my [support / opposition / concerns] regarding this project for the following reasons:

- **Land Use:** [Explain how a bank fits or does not fit the character of the neighborhood].
- **Traffic and Accessibility:** [Mention concerns about vehicle flow, drive-thru queues, or pedestrian safety].
- **Economic Impact:** [Detail how the facility might provide necessary services or affect local competition].
- **Site Design:** [Include comments on lighting, landscaping, or signage].

Specifically, I would like the Planning and Zoning Board to consider the following conditions or modifications before approval:

[Insert specific requests, such as "limited operating hours," "enhanced greenery," or "traffic light installation"].

Thank you for your time and for considering my input on this matter. I look forward to hearing the board's decision.

Sincerely,

[Your Signature]

[Your Printed Name]