

Template: Formal Letter to Town Government

[Your Full Name]

[Your Home Address]

[City, State, Zip Code]

[Your Phone Number / Email]

[Date]

TO: [Name of Town Board/Planning Commission]

ATTN: [Name of Clerk or Board Chair]

[Town Hall Address]

[City, State, Zip Code]

RE: [Project Name]

Tax Map Number: [Insert Number Here]

Dear [Board Members / Mr./Ms. Surname]

1. Vested Interest

I am writing as a resident and taxpayer of [Mattituck]. My property at [Your Address] is located [e.g., directly adjacent to / within 200 feet of] the project identified above. As a long-time member of this community, I have a significant interest in how this project will impact our neighborhood's character and safety.

2. Identifying Issues

After reviewing the proposed plans, I would like to formally state my concerns regarding the following issues:

- **[Issue 1, e.g., Traffic Safety]:** [Briefly explain the problem, such as increased congestion on a narrow road].
- **[Issue 2, e.g., Environmental Impact]:** [Briefly explain, such as concerns over drainage or tree removal].

3. Things to Consider

I ask the Board to take the following local factors into account, which may not be fully reflected in the current application:

- [e.g., The intersection at Main and New Suffolk Ave already experiences seasonal flooding.]
- [e.g., This specific area is a high-traffic route for students walking to the nearby elementary school.]

4. Questions and Requests

Based on these concerns, I respectfully request the following:

- Will the Board require a formal [e.g., traffic study or environmental assessment] before proceeding?
- I request that [e.g., a 10-foot landscaped buffer] be added to the site plan to protect the privacy of neighboring homes.

5. Request for Written Response

I request that this letter be included in the official public record for this project. I also look forward to receiving a written response to the specific questions and requests outlined above.

Thank you for your time and for your service to our community.

Sincerely,

[Signature]

[Your Printed Name]

Quick Tips for Finalizing

- **Stay Objective:** Avoid emotional language. Use facts and specific examples (like dates or street names) to back up your points.
- **Check the Deadline:** Ensure your letter is submitted before the "public comment period" closes for that specific tax map number.
- **Certified Mail:** For high-stakes issues, consider sending it via **Certified Mail, Return Receipt Requested**, so you have proof it was received.