

Date

Name and Address of People

We, ( Your Name) have before the Ashland Town Board an application for a variance with regard to the set back ordinance of the Town of Ashland. The proposed variance is in reference to the lands on ( Street), SBL# which abuts your property.

The Public Hearing for the proposed variance has been scheduled for Monday, ( date & time).

The meeting will be held in the Ashland Town Hall, located at 12094 Route 23 in Ashland. All interested parties will be heard at that time.

Sincerely,

---

(Names of Applicants)