

Person's Name
Their Title, if known
Their Place of Work
Their Town ON
Their Postal Code

Your Name
Your Street
Your Town ON
Your Postal Code

Today's Date

Re: Proposed Re-zoning of Part of Lot 18, Concession 2, to By-law no. 2009-50 of Township of Alfred and Plantagenet; and, Proposed Amendment No. 26 to the Official Plan of the United Counties of Prescott and Russell, File No. 040-OPA-12-001

Dear _____,

I am writing to tell you how I feel about the proposed re-zoning and proposed official plan amendment described above.

I feel _____. (Write exactly what you think about it: it is a really good idea, or a really bad idea, you are angry or worried or delighted or uncertain or whatever it is you feel about the proposal.)

These are the things that concern me about the proposed changes: _____. (For example, you need more information, you want to understand the process better, you want to know if your water supply will be contaminated, if there will be any benefit to the community, how it will affect your retirement - whatever is on your mind.)

Regarding the proposal to put an asphalt plant on this property, I think _____. (Write exactly what you think about it.)

I am asking you to do _____. (Describe whatever action you want the person to do: vote against it, vote for it, answer your questions, get more expert information, put more information on the website, attend a meeting, explain what is going to happen next and when - basically, whatever action you would like to be taken.)

Thank you for taking the time to address my concerns.

Yours sincerely,

your signature

Your Name