**Letter of Introduction**

 *(on personal letterhead)*

Date

Dear Neighbours:

**Re: Development Proposal for <site address)**

<*Applicant Name*> has made an application for development in the City of North Vancouver at <site address>. The proposal is for <project description>.

This application requires approval by City Council. Prior to City Council considering our application, we are providing this information package to neighbours of the site to explain our proposal.

We are also seeking an indication of whether you support the proposal. There is no obligation for you to state any position. You may also contact Planning staff at City Hall for information on this proposal or the application process.

Yours truly,

<Name>

<Title>

**Applicant Information:** Date:

Contact Name:

Company Name:

Address:

Phone No:                                                              Fax No:

Email: