

[DATE]

Abutter Name (s)
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Abutter Tax Map Number

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RE: Subject Property: **[YOUR NAME AND TAX MAP NUMBER]**

Dear Abutters:

This letter is to notify you that the New Lebanon Planning Board will be holding a Public Hearing on behalf of **[YOUR NAME]** for the purpose of **[WHAT YOU ARE APPLYING FOR]**. The property is located at **[YOUR PHYSICAL ADDRESS]** in the Town of New Lebanon.

The Public Hearing will take place on **[DATE]** at 7:30 pm. at the Town of New Lebanon Meeting Hall; 14755 State Route 22N, New Lebanon, NY. Anyone wishing to speak will be given an opportunity to be heard.

More information is available by contacting the Planning/Zoning Clerk during her normal business at 518.794.8884.

Sincerely,

[Your Name]