

**[DATE]**

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

Dear Abutters:

This letter is to notify you that the New Lebanon Zoning Board of Appeals will be holding a Public Hearing on behalf of **[APPLICANT NAME]** for the purpose of obtaining a(an) **[NATURE OF APPLICATION]**. The property is located at **[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. 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]**