

**[DATE]**

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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 American Legion Hall; 7 Mill Road, New Lebanon. Anyone wishing to speak will be given an opportunity to be heard.

This building is not wheelchair accessible. Anyone seeking this accommodation must contact the Planning/Zoning Clerk at least 24 hours prior to the meeting.

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

Sincerely,

**[Your Name]**