

## COMPLIANCE LETTER

Re: Tax Map No. [no.]

Dear Sir/Madam:

This letter is written at your request regarding the above-named property at [address], currently owned by [name of Property Owner], located in the [City/Village/Town] of [name of City/Village/Town]. Please be advised of the following:

The above-named property is located in the zoning district noted as [name of District]. The current use of the property is that of [describe occupancy]. To the best of my knowledge, the current use of the building is in compliance with the Zoning Ordinance of the [City/Village/Town] of [name of City/Village/Town] section [no.], Permitted Uses for said Districts.

Please note that this is not a statement of any other code compliance issue including building construction.

Very truly yours,

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[name],  
Code Enforcement Officer/Building Inspector  
[City/Village/Town] of [name of City/Village/Town]