

SAMPLE LETTER TO REQUEST TABLING

Date

Town of Prosper
Development Services Department
Planning Division
P.O. Box 307
Prosper, Texas 75078

RE: Request to Table Zoning or Specific Use Permit Request

Planning Division:

As the owner, applicant, and/or representative of (*insert Town case number – Zoning Case Z15-xxxx or Specific Use Permit S15-xxxx*), I hereby request that this case be tabled by the Planning & Zoning Commission/Town Council to their (*insert date*) meeting. State the purpose for tabling the request.

Sincerely,

Insert Printed Name and Signature of Owner, Applicant and/or Representative as shown on the application.