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 Z17-xxxx or Specific Use Permit S17-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 Representatives shown on the application.