

SAMPLE- NOTIFICATION LETTER TO DIRECT ABUTTERS

Date:

Dear _____:
(Insert name of neighbor)

The purpose of this letter is to inform you of my intention to install an irrigation well on my property located at _____, as required by the
(Insert your address)

Town of Braintree Well Regulations administered by the Town of Braintree Department of Municipal Licenses & Inspections-Health Division.

Additionally, I will need to request a variance of the _____ setback, which will be reviewed by the Board of Health at their regularly scheduled meeting on _____ at 7pm, in the _____ meeting room at Town Hall-1 JFK Memorial Drive, Braintree, MA.

Thank you for your time and assistance in this matter. Should you have any questions regarding the regulations for the proposed installation, you may contact the Town of Braintree Department of Municipal Licenses & Inspections-Health Division at (781) 794-8090.

Sincerely,

(Insert your name)