

SAMPLE APPEAL LETTER

City Services Committee
City of Batavia
100 N. Island Avenue
Batavia, IL 60510

Date

RE: DRAINAGE APPEAL

PROPERTY ADDRESS

Dear City Services Committee,

I recently received a recommendation by City Staff regarding my drainage concern ***please describe here*** at ***property address***. I would like to ***insert your intentions*** at the next Joint Committee of the Whole (City Services) meeting, ***add date from list of meeting dates***. Please contact me at (630) ***xxx-xxxx*** or via email ***at insert email address here*** if that will be possible with the date and time of the meeting I will be scheduled to appear.

Sincerely,