

SAMPLE LETTER

Date

Dear Neighbor:

My name is John Doe and I am a resident of Maple Drive. I am writing to ask for your support for a petition to the City of Middletown requesting the improvement of our street between Poplar Street and Elm Avenue.

As you know, our street is in poor condition and needs to be repaired. The City of Middletown's Street Resurfacing Assessment Program allows residents to petition to have improvements made to their street adjacent to their property. The cost of improvements can either be paid by residents in a lump sum or be incorporated in our property taxes over a certain amount of years.

This new program provides another option for getting local streets resurfaced. Through the assessment, our tax money would be paid towards the road work that directly benefits our properties rather than to another area of the city. With your support, we can create a safer neighborhood with reliable roads. Below are the preliminary cost details of the project that I have gathered from the Engineering Division.

Street Resurfacing Assessment for Maple Drive

Type of resurfacing	2" asphalt replacement with minimal base repair
Total cost of repair	\$62,000
Average cost per lot	\$2,820
Cost covered by the City	\$1,880
Amount of time for assessment	5 years
Estimated annual assessment	\$580

I will be coming around the neighborhood on March 12 at 7:00 PM with the petition. If you have any questions, please contact me at (513) 555-1234. After I circulate the petition, if it appears that enough residents are interested in the program, I will submit the petition to the City. Petitions for street improvements will be considered by City Council depending on fund availability.

Sincerely,

John Doe
123 Maple Drive