

## Sample Notification Letter

[DATE]

Dear Property Owner or Neighborhood Association President:

The purpose of this letter is to inform you that our organization \_\_\_\_\_ has identified a site for a future Outpatient Treatment Center at address \_\_\_\_\_.

Our organization provides treatment (include summary of services).

We would like to invite you to a neighborhood meeting to discuss this proposed site on **[DATE, TIME and LOCATION]**. If you are unable to attend, please contact **[NAME, CONTACT INFORMATION]** to learn more about the site and express your feedback.

We look forward to meeting you.

Sincerely,

[OTP's REPRESENTATIVE'S NAME]

Attachment(s)

Attachments should include the following:

- Copy of notification letter
- Affidavit of Notification
- Meeting Sign In

SAMPLE

## Affidavit of Notification

**OTP Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

I confirm that notice as required for the proposed location noted above has been mailed or delivered to the attached list of property owners and neighborhood associations at the addresses noted.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

SAMPLE



## MEETING SIGN IN

OTP: [Name]

Meeting Held: [DATE, TIME]

Meeting Location: [LOCATION]

Name - PRINT	Name - Signature	Organization	Property Address	Email (Optional)

SAMPLE