

SAMPLE REFERRAL LETTER (BYLAW)
LANDOWNERS
Date

Name
Department
Address
Town, AB T__ __

Dear Sir or Madam:

Re: Proposed Road Closed [Road Plan XXXXXX / statutory road allowance]

Enclosed is a sketch of the above mentioned proposed road closure affecting [legal description] that is located adjacent to or near land registered in your name. Please be advised the municipality proposes to close this [road plan/road allowance/trail/bridge/alley/service road etc.].

In order to proceed with the closure, we request that you to indicate your agreement with this closure by signing and returning the duplicate copy of this letter. Should you have any objections, please notify our office before first reading of the bylaw on **[Date, Time, Location]**.

Yours truly,

[Name]
[Position]

[Typist/cca]

Enclosures

I hereby certify that I have no objections to the closure of **[Road Plan XXXXXX located in the [Qtr-Twp-Rge-WM] or the [road allowance located north/south/east/west] of Qtr-Twp-Rge-M]**.

Date

Signature