

SAMPLE NOTIFICATION LETTER & CERTIFICATE OF MAILING

CERTIFICATE OF MAILING

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Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form **3817**, January 2001

Sample notification letter

Your name and address

Date

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Andover, Inland Wetlands & Watercourses Commission for (type of application) approval for (address).

Further information concerning this application may be obtained by contacting the Andover Land Use Department at (860) 742-4036.

Signature _____