SAMPLE LETTER

January \_\_, 2017

NBT Bank

254 Commercial Street, 2nd Floor

Portland, Maine 04101

Re: 29-31 Wilson Street\3-E-11

To Whom It May Concern:

This property is located within the following zone:

In this zone multifamily structures with \_\_\_ units are allowed.

The number of legal units in this building is \_\_\_.

The structure meets all other applicable land use and zoning requirements.

The file for this property does not indicate any pending or threatened code violations.

Sincerely,