

**List of neighbors either across the street(s) or abutting:**

Rebecca Leeman (across Fox St.)  
23 Fox St.

Donna & Jonathan Gartland (across Winthrop St.)  
18 Fox St.

Amy Lippmann (across Fox St.)  
33 Fox St.

Donald Malonson (abutter)  
22 Winthrop St.

Jasmine Bird (Abutters)  
Ryan Croteau  
32 Fox St.

**The body of the letter to be sent to the five neighbors above:**

Dear.....,

This is a letter that we would have written to you even if it hadn't been part of the building permit requirements, but this version may sound a bit more formal.

We will be building a new house on the corner of Winthrop and Fox Streets, sitting nearly on the same spot, traditional in form, just looking newer and straighter. However, before we get to build the new, we will be taking down the old. We're planning on a mid to late June demolition of the existing house and we should see a new house looking finished on the exterior by mid to late September.

The demolition, site work, and new foundation will be handled by George Barstow — GLB Construction of Westbrook. The construction of the new house will be done by Peter Floeckher and his crew at North by East Building Co. of Portland.

We thank you in advance for your patience during this process and we also apologize in advance for any inconveniences. If you have any questions or concerns, please call us at 374-2172.

Best,

Mariah Hughs & Nick Sichterman