

Anne Koch
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April 8, 2013

William and Vicki Gayton
193 Dartmouth St.
Portland, ME 04103

Dear Bill and Vicki,

I am writing to you as a good neighbor and also as a requirement for a Demolition Permit from the City of Portland to let you know that I am preparing to take down and remove my leaning, leaking garage. At this time I do not have an intention to replace it with another structure.

My contact information is above, if you should have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Anne Koch". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Anne Koch