

Sycamore Township
Department of Planning and Zoning
8540 Kenwood Road
Cincinnati, OH 45236

To Whom It May Concern,

(Business name) intends to move into the tenant space located at (address) in Sycamore Township operating a business that (description of business). We will have approximately (number) employees working at this location and our hours of operation will be (insert days/hours of operation).

Sincerely,

Signature

Printed name

Title

Address

phone number

Email address