

**Sample Letter to submit to File Manager**

March 20, 2026

John Smith  
Planning and Development, City of Calgary  
John.smith@calgary.ca  
(403) 333-3333

Application: DP2026-00000  
Application Type: New: Rowhouse Building (1 building), Secondary Suite (4 suites), Accessory Residential Building (garage)  
Address: 1000 Northmount Drive NW

Dear Mr. Smith,

I am a resident of Brentwood and live at ....., close to / across from / adjacent to ..... the proposed development at 1000 Northmount Drive NW.

I am ..... in favour of / opposed to the above Development Permit for the following reasons:

Use Checklist to create the list of comments.  
(See next pages)

Summary

Brief recap, ending statement, examples:

..... please consider my feedback ..... thank you for your attention .....

Jane Doe

cc: Planning File Manager: john.smith@calgary.ca  
City's document circulation: dp.circ@calgary.ca  
Brentwood CA: [office@brentwoodcommunity.com](mailto:office@brentwoodcommunity.com)  
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