**Write a Letter for Your Neighbour**

Write a business letter based on the dialogue between two neighbours.

<https://drive.google.com/file/d/1ldwmBfcGb5B_-RBA5QeHK896SSG1fPST/view?usp=sharing>

Address of the by-law office:

By-law and Compliance, Licensing and Permit Services, Vaughan City Hall, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1

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43 Yonge Street

Newmarket, ON

L2N 7N3

August 25, 2023

By-Law and Compliance, Licensing and Permit Services

Vaughan City Hall

2141 Major Mackenzie Drive

Vaughan, ON,

L6A 1T1

To Whom It May Concern:

Subject: Application for overnight parking permit - Iravan Ghandi

I am writing this letter to provide my support for Iravan Ghandi’s application for the overnight parking permit.

My name is Kai Hung and I am a resident on the opposite side of Iravan’s house. Iravan is a good fellow and a great member of the community. I have no concern about him parking his car in front of his house at night as it would not cause me any inconvenience.

Please review this matter and consider approving his application. Should you require any verification of my identity, please do not hesitate to contact me at xxx-xxx-xxx. Thank you for your time and consideration.

Sincerely,

Signature

Kai Hung Ho