



INSTRUCTIONS FOR USING THIS TEMPLATE

Dear City of Fort Wayne Resident,

Thank you for your interest in sharing a letter of support or dissent for a City project or initiative.

The City of Fort Wayne's Department of Neighborhoods was established to foster the kinds of connections that make our neighborhoods vibrant and thriving- including connections between city residents and public servants like elected officials, public board members, and City staff. We believe that informed, engaged, and civically active residents are essential to a healthy community.

To support this vision, we created this template to make it easier and simpler for you to express your enthusiasm or concerns about public projects with our community's decision-makers.

Please note that this form is just one tool to assist you in voicing your perspective—it is not the only way to participate, and, that using this form does not imply endorsement by the Department of Neighborhoods or the City of Fort Wayne.

Below, you'll find instructions for completing this form. Thank you for your service to the City of Fort Wayne! Your input matters, and we appreciate your commitment to our community.



Réna Bradley

Réna Bradley, Neighborhood Planner

City of Fort Wayne | Department of Neighborhoods



Neighborhoods

This template was provided courtesy of the City of Fort Wayne's Department of Neighborhoods to promote civic engagement of Fort Wayne residents. The opinions expressed are those of the writer/ resident alone.

Instructions for completing your letter of support or dissent

Whether you're excited for or concerned about a proposed project, your voice matters. Follow these simple steps to write a letter to a City board or commission.

HEADER

TO: 1

Attn: 2

Regarding: 3

200 East Berry Street, Suite Number: 4
Fort Wayne, Indiana 46802

BODY

To whom it may concern,

I 5 am writing

following project: 6

Please use the space below to describe relevant experience living, working, and/or otherwise engaging with its' residents/patrons.

7

Please use this space to explain why you d support or oppose the project. Comments can be made about, health, safety, and the community, etc.

8

HEADER (introductory details)

1. Address your letter to the right authority

To: Direct your letter to the appropriate board, commission, or governing body (e.g., Fort Wayne City Council, Board of Zoning Appeals, Board of Park Commissioners, Public Art Commission, etc.).

A full list of Fort Wayne Boards and Commissions can be found [here](http://www.cityoffortwayne.org/boards-and-commissions.html).



www.cityoffortwayne.org/boards-and-commissions.html

2. Specify the Recipient (If Needed):

Attn: If you're writing to a specific person or member(s), include their name(s) in this section.

3. State the Subject & Your Stance

Re: Briefly state what the project is and whether you support or oppose it.

Example subject and stance statements:

- Support for improvements at Bradley Park
- Opposition to demolition of Bea Homestead
- Concern about lighting on new trail

4. Add Suite Number (if mailing)

If you plan to submit your letter by mail, include the suite number for the correct department. (Call 311 if you're unsure what the correct suite number is.)

BODY (Position and Explanation)

5. Identify yourself

After "I" provide your first and last name. *Anonymous letters are not considered.*

6. Describe the Project

Give a short description of the project you're writing about and include additional details as needed.

7. Explain Your Connection

Share your relationship with the neighborhood or project site. Mention if you live or work in the area, hold a local title, or have other relevant experience.

8. Make Your Case

Clearly express why you support or oppose the project. Discuss how it impacts you, your community, or Fort Wayne as a whole.

CLOSING & SUBMISSION (final thoughts and next steps)

9. Add any additional thoughts (Optional)

Include any other points you think city officials should consider before making a decision.

10. sign your letter

Sign the letter, providing your name, affiliation (if applicable), and address (required for consideration).

11. Submit your letter (on time)

Turn in your letter at least 5 business days before the public meeting or hearing concerning your project. You can mail it, email it, or drop it off in person to the appropriate staff person or department.

That's it!

Your voice is a powerful part of shaping Fort Wayne's present and future. Thank you for adding your thoughts to the conversation!



Please use the space below to provide any additional comments to the board, commission, or elected official you are writing to.

9

CLOSING

Thank you for your time and consideration.

Sincerely,

10

SUBMISSION

Please submit your letter for consideration by providing it via mail, e-mail, or in-person to the appropriate staff person at least 5 business days before the public meeting/ hearing at which you are requesting the project.

NOTES

Notes section with horizontal lines for writing.