[Date]

Dear Neighbor,

As you may know, I recently received an Interim Use Permit from the City of Duluth to operate a vacation dwelling unit at [address] . As part of the permit requirements, landowners within 100 feet are being notified of the property manager that you can contact 24/7 with any concerns, questions, or issues about this vacation dwelling unit.

The property manager you can contact is:

[Name]

[Phone]

[Email]

If the property manager changes, or if there are any updates to this contact information, you will be notified with a subsequent letter.

Sincerely,

[Name]