

_____, 20__

Re: Annexation of Property

Ladies and Gentlemen:

The purpose of this letter is to notify you that your property is included in a proposed annexation by the City of _____. _____ County Appraisal District records show that you own property in the area. Under state law, the City may annex the area after following certain notice and hearing procedures contained in Chapter 43 of the Texas Local Government Code.

State law establishes the procedure the City must follow to annex the area. City staff will prepare a proposed service plan describing the services the City will provide in the area upon annexation. The City Council will then hold public hearings to discuss the annexation and the service plan. The hearings will be held at _____ at __:___ .m. on _____, 20__, and _____ at __:___ .m. on _____, 20__.

After the public hearings, the City will likely annex the property.

If you have questions concerning the annexation process, we encourage you to contact _____ at ___-___-____. If you no longer own property in the area, we would appreciate it you would contact _____ so that we can provide this notice to the current owner.

Sincerely yours,