

**SAMPLE- NOTIFICATION LETTER TO DIRECT ABUTTERS**

Date:

Dear \_\_\_\_\_:  
(Insert name of neighbor)

The purpose of this letter is to inform you of my intention to install an irrigation well on my property located at \_\_\_\_\_, as required by the  
(Insert your address)

Town of Braintree Well Regulations administered by the Braintree Department of Public Health.

Thank you for your time and assistance in this matter. Should you have any questions regarding the regulations for the proposed installation, you may contact the Braintree Department of Public Health at (781) 794-8090.

Sincerely,

(Insert your name)