[DATE]

**Attention**:

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am applying to the City of Edmonton for a license to keep [#] hens on my property. A

requirement of the application is to demonstrate that I have notified my neighbours of my

intention to keep hens. In addition to the notification there are a number of requirements that will

be on my license and are as follows:

* The site and coop must be properly maintained to prevent (but not limited to) attracting

nuisance animals, the spread of food over the property, and excessive smells or noise.

* Manure must be removed, discarded, and /or properly composted to prevent nuisance odors.
* Each site owner must complete an accepted urban hen keeping course. It is also

recommended that for the first year each site have support and assistance from a

recognized mentor.

 This letter is to inform you of my intention to keep hens, not to ask for permission. If you have any concerns that I am not able to address, please contact the City of Edmonton at 311. You have two weeks to respond to this letter with any concerns you may have before my licence is processed.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]