Property Owner Name

Property Owner Address

Date

City of Elkins

Attn: City Clerk J. Sutton

401 Davis Avenue

Elkins, WV 26241

***Re: Incorporation of Certain Randolph County Property***

Dear Ms. Sutton,

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being sole freeholder, we are requesting that the City of Elkins Common Council incorporate the following real property within the corporate limits of the City of Elkins. The property is described as follows:

 *(insert property description)*

Please let us know if there is anything else you need in addition to this letter for presentation to and consideration by the City of Elkins Common Council.

We look forward to becoming a part of the City of Elkins.

Sincerely,

(Name)

(Title)