

Date: January 1, 2022

John & Jane Doe
123 Main Street
Shreveport, LA 71101

Dear Neighbors,

As a requirement of the Metropolitan Planning Commission, we are sending you this letter to notify you that we will operate a short-term rental at our property located at: 123 Main Street, Shreveport, LA 71101. We will be hosting a maximum of XX number of guests at a time. All guests will be parked within our property in the designated parking areas.

Short-term renters are people who rent a home for 30 days or less. I am obtaining a permit and business license through the City of Shreveport and Metropolitan Planning Commission for this activity.

{provided any additional information you would like to}

If you have any concerns or questions, please contact me at the following:

John & Jane Doe (555) 867-5309 or john&jane@email.com

Best regards,

John & Jane Doe