

Sample Language for Leaving Follow up Messages

This message is for “X”. My name is and I am a facilitator with the City of Albuquerque Land Use Facilitated Meeting Program. I am calling because you are a listed contact for X Neighborhood Association and there is a proposed development (include project #) in your area. I need to hear from you by Date (e.g. Friday December 28) otherwise I will file a report that no facilitated meeting was held for this project.