

SAMPLE COVER LETTER TO COA APPLICANT
June/July 2026

Dear Naperville Neighbor

From: Historic Preservation Commission

Subject: Recent Certificate of Appropriateness Applicant Survey

As a recent presenter for a COA your feedback is critical in helping us make improvements that result in better solutions, services and applicant experience with us.

Don't be intimidated with this survey. It's pretty easy to fill out with mostly box checking. Your participation in this survey is voluntary and your answers will only be used for research purposes. You will not receive any unsolicited call as a direct result of your participation in this study.

Thank you in advance for your assistance. We look forward to hearing from you.