

February 9, 2016

**Mr. Matthew Le Grant
Zoning Administrator
Department of Consumer and Regulatory Affairs
Office of the Zoning Administrator
1100 – 4th Street, S.W., 3rd Floor
Washington, D.C. 20024**

**RE: DCRA File Job #G1500017
DCRA BZA Case #FY-15-61-Z**

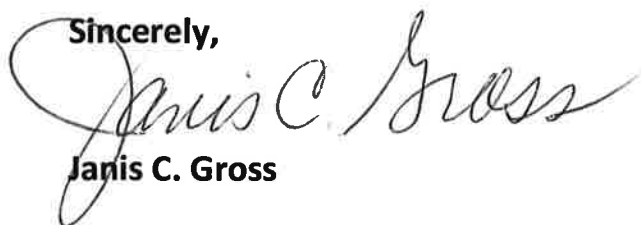
Dear Mr. Le Grant:

I am writing concerning the proposed detached carport structure in the rear of my single family residence located at 4608 Sargent Road, N.E., Lot 0008 in Square 3916, Zoned R-2.

I am seeking your approval of a modification to the existing building permit request filed as a Special Exception to the classification of Use Variance. I have a scheduled hearing with the Board of Zoning on March 1, 2016 at 9:30 a.m.; therefore, time is of the essence for this change.

Your efforts in this matter will be sincerely appreciated.

Sincerely,

A handwritten signature in black ink that reads "Janis C. Gross". The signature is written in a cursive style with a large, looping initial "J".

Janis C. Gross