

Request for Variance in Construction Code Regulations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a variance from the construction code regulations as outlined in [specific codes or regulations] for my property located at [Property Address].

The reason for this request is [explain the reason for the variance, including specific challenges or circumstances that warrant the request].

We believe that granting this variance will not only benefit our project but also align with the community's best interests, as [provide supporting reasons or potential benefits].

Attached to this letter are [list any supporting documents, plans, or reports that you are including]. I am more than willing to provide any further information or documentation as needed.

Thank you for considering my request. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]