

Telecommunication Tower Permit Modification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a modification to the existing permit for the telecommunications tower located at [Insert Location]. The current permit number is [Insert Permit Number].

The proposed modifications include [briefly describe the modifications, e.g., height increase, equipment changes, etc.]. This change is necessary to [explain reason, e.g., enhance service capacity, comply with regulations, etc.].

We understand the importance of adhering to local regulations and want to ensure that all aspects of our operation comply with the necessary guidelines. Attached to this letter are the relevant documents, including [list any additional documents, such as updated plans, engineering reports, etc.].

We would appreciate your prompt attention to this matter and are available for a meeting or discussion at your earliest convenience. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]