

# Amendment to Residential Construction Permit

Date: [Insert Date]

To: [Insert Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Name],

I am writing to formally request an amendment to the residential construction permit issued for my property located at [Insert Property Address]. The permit number is [Insert Permit Number].

Due to [briefly explain the reason for the amendment, e.g., design changes, material updates], I would like to propose the following changes:

- [Insert proposed change 1]
- [Insert proposed change 2]
- [Insert proposed change 3]

I believe these modifications will [explain the benefit of the changes, e.g., enhance structural integrity, improve aesthetics]. Please find attached the necessary documents and revised plans for your review.

I appreciate your consideration of this amendment request. Should you need any further information or clarification, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Address]

[Insert Your City, State, Zip Code]