

Tenant Lobby Design Approval Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our design proposal for the tenant lobby located at [Property Address]. Our objective is to create an inviting and functional space that reflects the character of the building while ensuring the comfort and accessibility of all tenants and their guests.

Enclosed with this letter, you will find the following documents for your review:

- Design Renderings
- Material Specifications
- Budget Estimate
- Project Timeline

We kindly request your review and approval of this design proposal. Please provide any feedback or concerns you may have by [Insert Response Date]. We look forward to your valuable input and are excited about the opportunity to enhance the tenant experience in our lobby.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]