

Letter of Submission for Architectural Plans

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization/Church Name]
[Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[City Planning Department/Organization Name]
[Address]
[City, State, ZIP]

Dear [Recipient Name],

We are pleased to submit the architectural plans for the renovation of [Name of House of Worship], located at [Address of House of Worship]. The renovation aims to enhance our facilities to better serve our community and accommodate our growing congregation.

The submitted plans, prepared by [Architect's Name or Architectural Firm], include detailed designs for [briefly describe key areas to be renovated, e.g., sanctuary, fellowship hall, exterior landscaping]. We believe these enhancements will foster a welcoming and functional space for worship and community gatherings.

Enclosed with this letter are the following documents:

- Architectural Floor Plans
- Site Plans
- Exterior Elevations
- Project Specifications
- Any required zoning documentation

We respectfully request the approval of these plans and look forward to your feedback. Should you require any additional information or wish to discuss the plans in further detail, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Church Name]