

# Architectural Modification Request

Date: [Insert Date]

To: [Insert Name of the Receiver]

[Insert Title]

[Insert Organization/Company Name]

[Insert Address]

Dear [Insert Name],

I hope this letter finds you well. I am writing to formally request an architectural modification to [describe the property or area]. The proposed modification includes [briefly describe the nature of the modification, e.g., changes to exterior design, structural alterations, etc.].

The reasons for this request are as follows:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Attached are the relevant documents including [list documents such as drawings, photographs, or plans]. I am confident that this modification will enhance [explain how it will benefit the area or community].

Thank you for considering my request. I look forward to your positive response. If further information is required, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]