

Request for Window Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the replacement of windows in the heritage building located at [Building Address]. As a property owner and custodian of this historic site, I am committed to preserving its architectural integrity while ensuring the safety and comfort of its occupants.

After a thorough assessment, it has become evident that the current windows are deteriorating and no longer meet the necessary standards for energy efficiency and structural integrity. I propose to replace the existing windows with materials that are in keeping with the historical character of the building, ensuring compliance with local preservation guidelines.

Attached to this letter are detailed photographs of the current windows, a replacement plan, and documentation supporting the necessity of this request. I understand the importance of maintaining the building's heritage status and am dedicated to following all protocols required for these modifications.

I kindly ask for your approval to proceed with this project and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]