

Application for Exterior Modification Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for exterior modifications to our commercial property located at [Property Address]. The proposed changes include [brief description of the modifications, e.g., new signage, painting, landscaping].

The purpose of these modifications is to [explain reason for modifications, e.g., enhance aesthetic appeal, comply with regulations]. We believe these changes will not only benefit our business but also contribute positively to the surrounding community.

Attached to this letter, you will find detailed plans, including [mention any submitted documents, e.g., drawings, photos, specifications], which outline the scope of the work and the expected outcome of the modifications.

We are committed to ensuring that the changes align with the aesthetic and regulatory standards of the area. We appreciate your consideration of our request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]