

Confirmation of Exterior Modification Approval

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for exterior modification for sign installation has been approved. This decision is based on our review of your submitted plans and adherence to the local guidelines.

Please ensure that all installations comply with the approved specifications and regulations. Should you have any questions or require further assistance, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]