

Inquiry for Exterior Modification Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Association Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the approval process for proposed landscaping changes on my property located at [Your Address].

As a member of the community, I am committed to enhancing the aesthetic appeal of our neighborhood, and I believe the planned modifications will not only improve my property but also contribute positively to the overall environment.

The proposed changes include the following:

- [Description of Landscaping Change 1]
- [Description of Landscaping Change 2]
- [Description of Landscaping Change 3]

I would appreciate your guidance on the necessary steps I need to follow to obtain the required approvals, as well as any specific guidelines I need to adhere to during this process.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]