

Letter of Justification for Exterior Modification Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Department Name]

[Address]

[City, State, Zip Code]

Subject: Request for Approval of Window Replacement

Dear [Recipient Name],

I am writing to seek approval for an exterior modification to my property located at [Your Address]. Specifically, I would like to replace the current windows with new energy-efficient models that align with both aesthetic and functional improvements.

The current windows are [describe current condition, e.g., "old and deteriorating, leading to increased energy costs and decreased noise insulation"]. In replacement, I propose [describe the new windows, e.g., "double-pane, low-E glass windows that are both stylish and consistent with the architectural style of the neighborhood"].

This modification will not only enhance the curb appeal of my home but will also contribute to sustainability efforts by improving energy efficiency. Furthermore, [mention any relevant community guidelines or standards that support your request].

I have attached [mention any supporting documents, e.g., "brochures, photographs of the current windows, and specifications of the proposed windows"] for your review. I believe this change will be beneficial and in harmony with the neighborhood's character.

Thank you for considering my request. I am looking forward to your positive response and am happy to provide any additional information you may need.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]