

Proposal for Exterior Modification Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally propose the construction of a new deck at my residence located at [Your Address]. In compliance with the neighborhood guidelines and local regulations, I am seeking your approval for this exterior modification.

Project Description

The proposed deck will be constructed using high-quality materials and will measure [insert dimensions]. It will feature [describe features, e.g., railings, stairs, color, etc.]. The design has been drafted to enhance the aesthetic appeal of my home while providing a functional outdoor space.

Compliance with Regulations

Upon reviewing the neighborhood's modifications guidelines and local building codes, I assure you that this proposal adheres to all required regulations. I have also attached relevant documentation, including design plans and permits.

Timeline

The anticipated start date for construction is [insert date], with an expected completion date of [insert date].

Conclusion

I appreciate your time and consideration. I believe that this modification will contribute positively to both my property and the community. I look forward to your approval, and I am happy to discuss any concerns you may have regarding this proposal.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]