

# Request for Exterior Modification Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Appropriate Authority/Committee Name]

[Authority Address]

[City, State, Zip Code]

Dear [Authority Name or Committee Members],

I am writing to formally request approval for exterior modifications planned for my residence located at [Your Address]. As part of my home renovation project, I am proposing the following modifications:

- [Description of Modification 1]
- [Description of Modification 2]
- [Description of Modification 3]

The proposed changes are aimed at [state purpose, e.g., enhancing the aesthetic appeal, improving energy efficiency]. I believe these modifications will not only benefit my home but will also positively contribute to the overall appearance of our neighborhood.

Attached to this letter, you will find detailed plans and specifications outlining the proposed modifications. I am eager to ensure that the work complies with all local regulations and community standards.

I kindly ask for your consideration of my request and look forward to your prompt response. Should you require any further information or wish to discuss this matter, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]