

Letter of Submission for Exterior Modification Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Approval Authority Name]

[Authority's Address]

[City, State, Zip Code]

Dear [Approval Authority's Name],

I am writing to formally submit a request for approval of the exterior modification of my property located at [Your Property Address]. I plan to replace the existing roof with [type of roof, e.g., asphalt shingles, metal roofing, etc.], and I would like to ensure that this modification complies with all relevant guidelines and regulations.

The proposed modifications are as follows:

- Type of roofing material: [Specify Material]
- Color: [Specify Color]
- Installation schedule: [Start Date - End Date]

I have attached all necessary documentation, including a copy of the proposed roofing plan, photographs of the current roof, and samples of the roofing materials for your review.

Thank you for considering my request. Please feel free to contact me via email or phone if you require any additional information or if there are any forms that need to be completed as part of this process.

Sincerely,

[Your Name]