

Letter of Submission for Building Plan Approval

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Building Plan for Approval

I am writing to submit the proposed building plan for [Project Address/Location] for your review and approval. The enclosed documents include:

- Building plans
- Site plans
- Structural details
- Sewer and drainage plans
- Any additional required documentation

The project aims to [briefly describe the purpose of the building/project]. We have ensured that our plans comply with all applicable zoning and building codes.

Please find attached the copies of all the necessary documents for your consideration. I am available for any questions or further discussions regarding this submission at your convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name] (if applicable)