

Letter of Documentation Submission for Signage Approval

Date: [Insert Date]

To Whom It May Concern,

We are writing to submit our documentation for the approval of the proposed signage at [Insert Location/Business Name]. Enclosed, please find all necessary materials as per the guidelines set by your office.

Details of Submission:

- Signage Design Plans
- Materials Specifications
- Site Plan
- Lighting Details (if applicable)
- Public Liability Insurance Certificate

We believe that our signage will enhance the visibility of our business and contribute positively to the community. We kindly request your expeditious review of our submission.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]