

Request for Bathroom Remodel

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a renovation of my bathroom located at [Your Address]. After careful consideration, I have decided that an upgrade is necessary due to [Briefly mention the reasons, e.g., wear and tear, outdated fixtures, need for better functionality].

Specifically, I would like to address the following areas of the bathroom:

- [List specific areas to be remodeled, e.g., replacing the bathtub, installing new tiles, updating lighting fixtures]
- [Add more items if necessary]

I believe that these changes will greatly enhance the appearance and function of the space. I would appreciate the opportunity to discuss this request further and explore potential designs and costs associated with the remodel.

Please let me know a convenient time for us to meet or if you need any additional information from my side. Thank you for considering my request.

Sincerely,

[Your Name]