

Building Refurbishment Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a refurbishment of the premises located at [Building Address]. Over the past few months, we have noticed several issues that have necessitated this request, including [briefly list specific issues such as outdated facilities, safety concerns, or aesthetic improvements].

We believe that these upgrades will enhance not only the functionality of the building but also the overall experience for our staff and visitors.

We would appreciate it if you could schedule a meeting to discuss this refurbishment in more detail and establish a feasible plan and timeline. Please let us know your availability for the coming weeks.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]