

Construction Project License Request

Date: [Insert Date]

To,

The [Relevant Authority]

[Address of the Authority]

Subject: Request for Construction Project License

Dear [Name of the Authority/Recipient],

I hereby wish to request a construction project license for [Name of Project] located at [Project Address]. We aim to commence construction on [Proposed Start Date], and the project is expected to span [Duration of the Project].

The project entails [Brief Description of the Project], which we believe will contribute positively to the community by [State Benefits of the Project].

Attached to this letter are the relevant documents, including the project proposal, site plans, and any necessary permits. We assure compliance with all local regulations and guidelines throughout the construction process.

We kindly request your prompt attention to this matter and look forward to your favorable response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]