

Application for Property Access Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an alteration regarding access to my property located at [Property Address]. Due to [provide brief reason for the request], I believe that a modification is necessary to ensure [mention any safety, accessibility, or other relevant concerns].

Specifically, I am proposing [describe the alteration you are requesting, e.g., widening a driveway, adding a gate, etc.]. I believe this change will [explain benefits of the alteration].

I would appreciate your consideration of my request. I am available for a meeting or discussion at your convenience to further discuss this matter. Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]