

# Unauthorized Remodeling Request

Date: [Insert Date]

To: [Apartment Complex Management Name]

[Apartment Complex Name]

[Apartment Complex Address]

Dear [Apartment Complex Manager's Name],

I hope this message finds you well. I am writing to formally request permission for remodeling work that I have undertaken in my apartment, [Your Apartment Number], without prior approval.

Due to [briefly explain reason for remodeling, e.g., urgent repairs, personal necessity], I felt compelled to proceed with the changes. The specific alterations include [list the unauthorized changes, e.g., paint color, fixture replacement, layout changes].

I understand that this work should have been approved beforehand, and I sincerely apologize for any inconvenience caused. I am committed to ensuring that all changes fit within the guidelines set by the apartment complex.

I kindly ask for your understanding and approval of the work done thus far. Please let me know if there is any required documentation or further steps I should take to rectify this situation.

Thank you for your attention to this matter. I appreciate your support and look forward to your response.

Warm regards,

[Your Name]

[Your Apartment Number]

[Your Phone Number]

[Your Email Address]