

Unauthorized Remodeling Request

Date: [Insert Date]

To: [Building Inspector's Name]

[Building Department's Address]

[City, State, Zip Code]

Dear [Building Inspector's Name],

I am writing to formally request an investigation regarding unauthorized remodeling activities that have taken place at [Insert Address of the Property]. As a concerned resident and neighbor, I have observed the following renovations which seem to have occurred without proper permits:

- [Describe the first unauthorized remodeling activity]
- [Describe the second unauthorized remodeling activity]
- [Describe any additional unauthorized remodeling activities]

I believe these modifications may not comply with local building codes and could pose safety risks. Therefore, I kindly request your office to look into this matter at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]