

Unauthorized Remodeling Request

Date: [Insert Date]

[Property Manager Name]

[Property Management Company]

[Property Address]

Dear [Property Manager Name],

I hope this message finds you well. I am writing to formally request your approval for recent remodeling work done at my unit, [Your Unit Number/Address], which was conducted without prior authorization.

The remodeling included [Briefly describe the unauthorized work, e.g., installation of new flooring, changes to the kitchen, etc.], which I understand should have been approved by the management in advance.

Due to [reason for urgency, if applicable, e.g., urgent necessity, safety issues], I proceeded with the changes and sincerely apologize for not obtaining the necessary approvals beforehand. I assure you that these changes were intended to enhance my living conditions and maintain the property's overall appeal.

I kindly request your review of this situation and hope for your understanding. I am willing to rectify any issues if needed and submit any required documentation or photographs for the remodeling done.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Unit Number/Address]