

Request for Renovation Approval

Date: [Insert Date]

To: [Insert Name/Title]

[Insert Address]

Dear [Insert Name],

I am writing to formally request approval for a renovation project that was recently undertaken at [Insert Property Address]. Unfortunately, this remodeling was completed without prior authorization, and I would like to rectify this situation by obtaining official approval.

The renovations included:

- [Describe the first aspect of the remodeling]
- [Describe the second aspect of the remodeling]
- [Describe any additional aspects of the remodeling]

I understand that this oversight may have violated property regulations, and I sincerely apologize for any inconvenience this may have caused. I assure you that it was not my intention to disregard any guidelines.

I kindly request your review of the completed renovations at your earliest convenience. If necessary, I am more than willing to make adjustments to ensure compliance with all property rules.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]