

Board Approval Request for Facility Renovation

Date: [Insert Date]

To: [Board Members/Committee Name]

From: [Your Name/Your Position]

Subject: Request for Approval of Facility Renovation Project

Dear Board Members,

I am writing to formally request the board's approval for a renovation project at our facility located at [Facility Address]. The proposed project aims to [briefly describe the purpose, e.g., enhance safety, improve functionality, update aesthetics].

Details of the Project:

- **Scope of Work:** [Provide details of the renovation work to be done]
- **Budget:** [Insert estimated budget]
- **Timeline:** [Insert project timeline]
- **Benefits:** [List benefits of the renovation]

We believe that this renovation will significantly improve our facility and better serve our community. I am looking forward to discussing this project in further detail during our upcoming board meeting scheduled for [Insert Date].

Thank you for considering this request. Please feel free to reach out if you need any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]