

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Brihanmumbai Municipal Corporation]  
[Address]  
[City, State, Zip Code]

Subject: Application for BMC Approval for [Project Name/Description]

Dear [Recipient's Name],

I hope this letter finds you well.

We are writing to formally submit our application for approval regarding [Project Name/Description]. The details of the project are as follows:

- **\*\*Project Location:\*\*** [Complete Address/Location]
- **\*\*Project Type:\*\*** [Type of Construction/Development]
- **\*\*Project Scope:\*\*** [Brief description of the project scope]
- **\*\*Proposed Timeline:\*\*** [Start Date - End Date]

Attached to this letter, you will find all the requisite documents needed for the approval process, including:

1. Architectural Plans
2. Structural Engineering Drawings
3. Land Use Certificate
4. [Any other supporting documents]

We believe this project aligns with the regulations and standards set by the BMC and contributes positively to [mention any community benefits or compliance with zoning laws].

We kindly request your review and approval at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization Name]