

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Building Management Committee]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for BMC Consent

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request consent for [specific project, renovation, or alteration] at [location/project address].

Project Overview:

- Description of the project: [Briefly outline what the project entails]
- Purpose of the project: [Explain the reasons for the project and its benefits]
- Timeline: [Projected timeline for the project]

Compliance:

We assure you that all necessary regulations and guidelines will be strictly followed during this project. Attached you will find copies of the relevant plans and permits for your review.

We kindly request your support in obtaining the necessary consent so we can proceed as planned. Your assistance in this matter is greatly appreciated, and we are open to any further discussions or clarifications you may require.

Thank you for considering this request. We look forward to your favorable response.

Sincerely,

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