

[Your Firm's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Brihanmumbai Municipal Corporation (BMC)]

[Address]

[City, State, Zip Code]

Subject: Approval Letter for [Project Name/Details]

Dear [Recipient's Name],

We are pleased to submit our request for approval regarding the [brief description of project, e.g., construction plans for XYZ building] located at [project address].

Project Details:

- Project Name: [Name]
- Project Address: [Address]
- Architect: [Your Name/Your Firm's Name]
- Client: [Client's Name]
- Application Number: [if applicable]

Enclosed with this letter are the necessary documents, including:

1. Architectural drawings
2. Structural plans
3. Site plans
4. Other relevant documents

We have ensured that the designs comply with all applicable regulations and standards. We kindly request your approval to proceed with the project at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]

[Your Email Address]

[Enclosures: List of documents]