

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

The Municipal Commissioner
Brihanmumbai Municipal Corporation (BMC)
[Office Address]

Mumbai, [Postal Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name or 'Sir/Madam'],

I am writing to you in my capacity as an architect regarding [specific issue, application, or request]. Our firm has been working on [brief description of the project or subject matter], and we wish to address the following points:

1. ****Introduction****:

[Brief introduction to the project and its significance.]

2. ****Details of the Project****:

[Elaborate on project details, location, purpose, and any relevant backgrounds.]

3. ****Request/Information Required****:

[Clearly state what you are requesting or the information you seek from BMC.]

4. ****Additional Justifications/Attachments****:

[Mention any supporting documents or drawings attached to the letter.]

5. ****Conclusion****:

[Express willingness to meet for further discussion and reiterate the importance of their support.]

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Firm's Name]
[Your Firm's Address]
[City, State, Zip Code]