

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Building Authorization

I hope this letter finds you well. I am writing to formally request authorization to proceed with the construction of [briefly describe the project, e.g., a residential building, commercial property, etc.] located at [specific address or location].

The details of the proposed project are as follows:

- **\*\*Project Description\*\***: [Provide a brief overview of the project]
- **\*\*Construction Timeline\*\***: [Estimated start and completion dates]
- **\*\*Purpose of Construction\*\***: [Explain the purpose and significance]

I have attached all relevant documents, including [list any attachments such as site plans, architectural drawings, or permits] to provide further details regarding the project.

If you require any additional information or have any questions, please do not hesitate to contact me at [your phone number] or [your email address]. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]