

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

[Recipient's Name]
[Building Department/Office Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Building Approval

Dear [Recipient's Name],

I am writing to request approval for [brief description of the project, e.g., "the construction of a single-family home located at 123 Main Street"].

Project Details:

- Project Type: [e.g., Residential, Commercial]
- Address: [Project Address]
- Description: [Detailed description of the project, including dimensions, materials, and design features]
- Proposed Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]

Attached to this request, you will find the following documents:

1. Site Plans
2. Architectural Drawings
3. Survey Reports
4. Environmental Assessments (if applicable)
5. Any other relevant documents

I assure you that all proposed work will comply with local zoning laws and building codes. I am looking forward to your prompt response so we can proceed as planned.

Thank you for considering my request.

Sincerely,
[Your Name]