

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Building Authority's Name]
[Building Authority's Office]
[Office Address]
[City, State, Zip Code]

Dear [Building Authority's Name],

Subject: Application for Building Permit Variance

I am writing to formally request a variance for the building permit associated with my property located at [Property Address]. Due to [briefly explain the reason for the variance request, e.g., unique property constraints, zoning regulations], I am seeking permission to [describe the specific variance being requested, e.g., increase building height, reduce setback requirements].

The details of my project are as follows:

- ****Property Description****: [Include information such as parcel number, size, and current zoning]
- ****Proposed Modifications****: [Specify what changes you intend to make that differ from standard regulations]
- ****Justification for Variance****: [Provide substantial reasoning as to why the variance should be granted, including any relevant documents, surveys, or studies that support your request]

I believe that granting this variance will not only allow for more effective use of the property but will also [mention any benefits to the community, e.g., enhance neighborhood aesthetics, improve property value].

I kindly request a meeting to further discuss this application and would be glad to provide any additional information you may need. Thank you for considering my request.

Sincerely,
[Your Name]