

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Flat Utilization Approval for Business

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for the utilization of [specific flat address or description] for business purposes.

[Provide a brief description of your business and its objectives.]

The utilization of this flat will enable us to [explain how the flat will be used for the business and the potential benefits]. We are committed to ensuring compliance with all relevant regulations and maintaining the integrity of the premises.

I appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]