

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

[Date]
[Flat Owner's Name]
[Owner's Address]
[City, State, ZIP Code]
Dear [Flat Owner's Name],

Subject: Notification of Business Use of Flat

I hope this letter finds you well. I am writing to formally notify you that I intend to use my flat located at [Flat Address] for business purposes.

[Briefly describe the nature of the business and how it will affect the property or surrounding area, if applicable.]

I assure you that I will adhere to all relevant regulations and ensure minimal disruption to the residential environment.

Thank you for your understanding and support. If you have any questions or concerns, please feel free to contact me.

Sincerely,
[Your Name]