

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[PCMC (Pimpri Chinchwad Municipal Corporation)]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Approval Request for [Project/Permit Name]

Dear [Recipient Name],

I hope this letter finds you well.

We are writing to formally request approval for [briefly describe the project or permit, e.g., construction, trade license, etc.] at [project location or address].

Project Details:

- Project Name: [Name of the project]
- Project Location: [Complete address of the project site]
- Description: [Brief description of the project with key details]
- Duration: [Expected timeline for the project]

We have adhered to all necessary guidelines and regulations as stipulated by the Pimpri Chinchwad Municipal Corporation. All required documentation, including [list any documents enclosed, e.g., blueprints, environmental clearance, etc.], are attached for your review.

We appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

[Email Address]