

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

[Recipient Name]  
[Recipient Title]  
[Department of Public Works]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission for PWD Approval

I hope this letter finds you well. I am writing to formally submit our application for approval regarding [briefly describe the project or work requiring approval, e.g., "the construction of a new sidewalk on Main Street"].

Attached to this letter, you will find all necessary documents, including:

1. Completed application form
2. Project plans and specifications
3. Environmental impact assessment
4. [Any other relevant documents]

We believe that this project will significantly benefit the community by [mention benefits, e.g., "enhancing pedestrian safety and accessibility"].

We appreciate your consideration of our submission and look forward to your prompt response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]