

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for PWD Approval

I hope this letter finds you well. I am writing to formally request approval from the Public Works Department (PWD) for [describe the specific project or reason for the request].

The project aims to [briefly describe the purpose and benefits of the project]. As part of the process, we have ensured that all relevant guidelines and regulations set forth by the PWD are thoroughly addressed. We are committed to maintaining compliance with all requirements and standards. Attached to this letter, you will find [mention any supporting documents, plans, or proposals attached].

I would appreciate your timely consideration of our request, as we aim to [mention any relevant timelines or deadlines]. If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company/Organization Name] (if applicable)