

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the installation of a new water closet (WC) in [specific location, e.g., my home, office, etc.]. Due to [briefly explain reason, e.g., recent renovations, a need for improved facilities, etc.], I believe that upgrading to a new WC is essential for [mention benefits, e.g., comfort, hygiene, and functionality].

Please find attached any necessary documentation required for this request. I would appreciate it if you could provide me with the available options, including models, costs, and installation timelines.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]