

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

Dear [Recipient's Name],

Subject: Application for Water Closet Installation

I am writing to formally request the installation of a water closet at [specific location or property address]. The current facilities do not adequately serve the needs of [reason for needing the water closet, e.g., increased usage, health concerns, etc.].

I believe that having a water closet will significantly benefit [mention how it will help, e.g., improved sanitation, convenience, etc.]. I am willing to discuss any necessary details regarding specifications, budget, or installation timelines at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]