

[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 apply for the installation of a water closet (WC) in my premises located at [installation address]. I am interested in this installation due to [briefly explain your reason, e.g., renovating the restroom, improving plumbing efficiency, etc.].

Having reviewed your services, I believe your expertise in [mention any specific services or skills related to WC installation] would ensure a high-quality installation. Please let me know the requirements for moving forward, including any necessary documentation or initial assessments.

I appreciate your consideration of my application, and I look forward to your prompt response. Feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]