

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

Dear [Recipient Name],

Subject: Application for Water Closet Renovation

I hope this letter finds you well. I am writing to formally request the renovation of the water closet located at [specific location or address].

[Briefly explain the reasons for the renovation, such as issues with plumbing, outdated fixtures, need for accessibility improvements, etc.]

We would appreciate your assistance in evaluating this request and outlining the next steps for moving forward with the renovation process. Thank you for considering our application. I look forward to your prompt response.

Sincerely,

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