

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

Dear [Recipient Name],

Subject: Application Request for Water Closet Installation

I am writing to formally request the installation of a water closet at my residence located at [Your Address].

Due to [briefly explain reasons, e.g., increasing family size or health considerations], it has become essential for us to have an additional facility.

We understand that the installation process adheres to specific regulations and requirements, and we are committed to fulfilling all necessary conditions.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]