

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

Dear [Recipient Name],

Subject: Application for Water Closet Installation in Residential Building

I am writing to formally request approval for the installation of a water closet (WC) in my residential building located at [Building Address].

The intended installation will comply with all applicable regulations and guidelines to ensure the safety and well-being of residents.

Additionally, I have attached the necessary documents, including site plans and specifications for your review.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]