

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Water Closet Addition

I hope this letter finds you well. I am writing to formally request the addition of a water closet in [specific location or area, e.g., "the second floor of my residence"].

The reasoning behind this request is [briefly explain reasons such as increased household size, convenience, etc.]. I believe that the addition of a water closet will significantly enhance the functionality and comfort of the space.

I would appreciate your consideration of this request and would be happy to discuss any potential plans or arrangements. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]