

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

[Recipient Name]
[Recipient Job Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for WC Installation

I am writing to formally request the installation of a water closet (WC) at my property located at [Property Address].

Due to [reason for installation, e.g., increasing household members, renovation, etc.], it has become necessary to have an additional WC installed. I believe this upgrade will not only enhance the convenience for my family but also improve the overall functionality of the space. I kindly ask for your assistance in this matter and would appreciate it if you could provide information regarding the installation process, costs, and any necessary permits required.

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

Sincerely,
[Your Name]