

****Subject:**** WC Request for Commercial Property - [Property Address]
****To:**** [Recipient Name]
****From:**** [Your Name]
****Date:**** [Date]
****CC:**** [Any relevant parties]

****Dear [Recipient Name],****

I hope this message finds you well. I am writing to formally request water closet (WC) facilities for the commercial property located at [Property Address].

****Property Details:****

- ****Property Type:**** [e.g., Retail, Office, etc.]
- ****Size:**** [Square footage]
- ****Current Facilities:**** [Brief description of existing facilities]

****Request Details:****

- ****Number of WC Required:**** [Specify the number]
- ****Preferred Specifications:**** [e.g., ADA compliance, male/female, etc.]
- ****Proposed Timeline for Installation:**** [Timeline]

This addition is essential to meet [explain reason, e.g., zoning requirements, tenant needs].

Please let me know the next steps to proceed with this request.

Thank you for your attention to this matter.

****Best regards,****

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]