

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

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

Subject: Request for Consent to Alterations

I hope this message finds you well. I am writing to formally request your consent to carry out certain alterations in my rental unit located at [Your Rental Address].

The alterations I would like to propose are as follows:

1. [Describe alteration 1]
2. [Describe alteration 2]
3. [Describe alteration 3]

The planned alterations will enhance the functionality and comfort of the space. I assure you that all work will be conducted by qualified professionals, and I will ensure that the premises are maintained in good condition throughout the process.

Please let me know if you require any further details or documentation regarding the proposed changes. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]