**Letter Template**

**Letter Of Permission for Construction**

**(Mention name of the sender)**

**(Designation of the respective person)**

**(Mention name of the addressee)**

**Subject: letter of permission for house construction**

Respected Madam/Sir,

This letter requests you for my house construction at **[mention the name of the place or area]** location. I **(mention your name)** have recently shifted to this place with my family.

I am new to this place and have bought a new 2bhk flat for my living at **[mention the name of the place or area].** I want to reconstruct my flat according to my family’s choice.

They will be living here now, so I wish to reconstruct my flat with a new design according to my family’s choice. This letter is in request to my reconstruction of my flat.

Lastly, I would like to say that kindly accept my letter and grant my permission for the reconstruction of my flat. I assure you that all the construction will be done under proper guidance and with maintaining the rules and regulations of the complex. We will try not to disturb our neighbours as much as we can.

We will not create any unnecessary violence with our neighbours. All the construction will be done under proper maintenance and guidance. This will be a great help to me and to my family.

If you have any further queries, you can reach me at **[mention phone number]** or through an email **[mention email address].**

Thanking you

Sincerely,

**[Mention name of the sender]**