**Letter Template**

**Letter Of Permission for Construction**

**(Society President/Chairman),**

**(Name),**

**(Address)**

**(Date)**

Subject: Seeking permission for construction

Sir/Madam,

I am a resident of your **(flat/studio/apartment)** i.e., **(Apartment Name)** and I live in **(Tower – if applicable)**. I have been living for last **(Months/ Duration – Duration).**

I am writing this letter to you to bring into your kind consideration the need for **(construction details)**. I am writing this letter to seek your kind permission for constructing **(construction complete details) in the (construction location).**

I hereby ensure all the construction work will be done as per **(Society / Government)** rules and guidelines). I expect your kind response at the earliest.

Looking forward to your response.

Sincerely,

**(Signature)**

**(Name),**

**(Address)**