**Letter Of Permission for Construction**

Date

Concern Authority

Job Designation

Construction Company name

Office Address

**Sub: Request for Early Construction of House**

Respected Sir,

I am writing this letter to inform you that I have an urgent business task at hand in another city. Due to which, I cannot stay in the area for a long time. It is requested that construction of the house be speeded up so that I can get free from this and tend to my business affairs. **(Describe in your own words).**

I can request you to allow me that I can build my house early as I’ve just received my annual bonus from office, and I want to initiate the construction of my house as early as I could please Sir allow me. **(Describe your requirements).** I’ll be very thankful to you.

Hoping for a positive response. Thanks,

Yours sincerely,

Your name

Address

Contact Information