

## **Approval Letter for Renovation of a Building**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

Your request letter for approval to renovate a building has been received by the local authority. We hereby inform you that you are granted the permission to renovate your building that is amidst the main market. However, you are requested to comply with the terms and conditions in order to complete this renovation. In the case you are seen violating the terms, the permission will be cancelled. The details of the condition are hereunder;

- Daytime construction is not allowed since it will cause problems for the common public.
- The building should not exceed the storey limit of 10 to maximum.
- Don't bring in or park heavy machinery in the parking areas of the marketplace in the daytime.

With the condition to comply with the given terms, you are allowed by the local authority to renovate your building.

Sincerely,

**[Your Name]**

[Your Title] -Optional-