Tenants name & address

<Landlord’s Name>  
<Address>  
<Post Code>

<Date>

Dear <Landlord’s Name>,

\*\*Re: Property at <address of property>  
**Tenancy Agreement Date:** <date>

**Request for Approval to Make Property Alterations**

I/we plan to make certain alterations to the Property, and as required by our tenancy agreement, I am requesting your formal approval.

The alterations I/we propose are as follows: <insert description>. I have included detailed plans and drawings to illustrate the proposed modifications.

The work will be carried out by [me/us] OR [<insert details of tradesperson(s)>]. To support this request, I have enclosed the following documents: <e.g., contractor references, planning permission, listed building consent, etc.>.

Please confirm receipt of this letter and inform me if any additional information is needed.

Thank you for your prompt attention to this request.

Yours sincerely,

<Insert tenant's name>