

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

[Landlord's or Property Management Company's Name]
[Their Address]
[City, Postcode]

Re: Request for Consent to Carry Out Alterations at [Property Address]

Dear [Landlord's/Property Manager's Name],

I am writing to formally request permission to carry out alterations to my property at [Property Address], where I am the leaseholder. I understand that under the terms of the lease, I am required to obtain written consent before making any structural or non-structural changes to the property.

The proposed alterations are as follows:

- **Description of Alteration:** Provide a clear description of what you intend to alter (e.g., "installing new kitchen units" or "removing a non-load-bearing wall in the living area").
- **Reason for Alteration:** Briefly explain the purpose behind the changes, if relevant (e.g., to improve functionality, increase energy efficiency).
- **Details and Plans:** Include any specific plans or blueprints, if available, or outline the scope of work that will be undertaken. I can also provide additional documents or photographs upon request.
- **Contractors:** Mention if you have specific contractors in mind or if you will be managing the work, and confirm they are fully licensed and insured.

I assure you that I will comply with all building regulations and obtain any necessary planning permission from the local authority. Additionally, the work will be undertaken by qualified professionals to ensure minimal disruption to neighboring properties.

Please let me know if there are any additional steps or documents required for approval. I am happy to discuss the proposed work in further detail and accommodate any reasonable conditions you might wish to impose as part of the consent.

Thank you for considering my request. I look forward to your response at your earliest convenience.

Yours sincerely,

[Your Name]