

SAMPLE LETTER

Belfast
Subdivision

[Date]

Infinity Belfast Ltd
PO Box 390
Wanaka 9343

Dear Infinity Belfast Ltd,

I am requesting your approval for the enclosed plans for **[owner's name], [lot number], [address],
Belfast Subdivision.**

You will find the following information:

- Site Plan
- Floor Plan
- Elevations – showing materials and finishes
- Exterior colour/materials schedule
- Landscape plan
- Fencing plan

My bond payment of \$4,000 is enclosed.

I appreciate your time and look forward to your approval soon. Should you need any further information then please do not hesitate to phone or email me.

With kind regards,

[Name of builder or purchaser]

[Contact details incl. phone number, email address, mailing address etc.]