**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. REQUESTING LAND APPROVAL**

Dear [NAME],

My name is [FULL NAME OF THE APPLICANT] and I belong to [AREA/CITY/STATE]. I have been working as an [DESIGNATION] at [COMPANY NAME]. I have been living in the mentioned house as a tenet since 20XX. Every year, the landlord increments the rent by [PERCENTAGE] whereas my job is not much vibrant in the sense of increments and annual bonuses. I have a humble job with a $[X] salary. It is not enough for paying the increasing financial demands of the time.

Therefore, I have decided to start my own business in the [AREA]. I plan to build a gym and a German cafeteria in the basement there. I have decided to purchase the land at [SPECIFY LOCATION]. I anticipate that the location would be great to start afresh and new business of gymnasium and a cafeteria. Whereas I have been asked to take approval from you for the land purchase.

Sir, the land is of utmost importance to me. I request you to approve this request and order the relief for land purchase. I humbly request you to accept this letter for land acquisition. I shall be grateful to you for this. I have also enclosed all the required documents for your convenience. I have enclosed the IRS copy of GFRL and the registration details in the letter. Moreover, my personal profile and working details have been enclosed as well. For any further, I am available to meet you in person or you can contact me at [EMAIL] or dial [PHONE]. Thanks.

Regards

[NAME]  
[ADDRESS]