

To: [Recipient Name/Local Planning Department]

From: [Your Name]

Date: [Date]

Subject: Letter of Intent for Home Extension: Office and Nursery Addition

Dear [Recipient Name],

I am writing to formally submit my proposal for an extension to my property located at [Your Address]. The purpose of this project is to upsize the current living space to accommodate changing professional and family requirements.

The proposed addition includes two primary components:

- **Home Office:** To create a dedicated, quiet workspace that supports remote professional activities and improves productivity.
- **Nursery:** To provide a safe and functional bedroom for a growing family, ensuring the home remains suitable for long-term residency.

The design of the extension is intended to be sympathetic to the existing architecture of the house and the character of the neighborhood. We have ensured that the footprint of the addition respects all required setbacks and does not infringe upon the privacy of neighboring properties.

The goal of this project is to allow our family to remain in our current community by adapting our home to meet our essential needs for space and functionality. We have attached the necessary architectural drawings and site plans for your review.

Thank you for your time and for considering this application. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]