

[Date]

Anne Godfrey
Shannon Farm
anne@shannonfarm.co.nz



Dear Anne

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

You will find the following information:

- Site plan showing road access
- Floor plan
- Elevations - showing materials and finishes
- Exterior colour/materials schedule
- Landscape plan
- Bulk and location plan

My design approval fee of \$1,500 and my bond payment of \$5,000 has been paid to the Shannon Farm bank account on _____.

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.]