**LETTER OF APPROVAL**

ABC Homeowners Association

*(Date)*

*(Recipient’s Name)*

*(Recipient’s Address)*

Re: Approval of Architectural Change Request

Dear *(recipient’s name)*,

On behalf of the *ABC Homeowners Association*, I am writing to let you know that we have received your request to *(details of architectural change request)*. Thank you for submitting your request using the proper procedures and channels. We are pleased to inform you that your request has been approved based on the information you provided.

Before commencing your project, please read and understand the conditions below:

1. All work must be completed in a quality manner within 90 days from the date of this letter. If you fail to comply within this timeframe, this approval will expire.
2. The homeowner must cover all construction costs.
3. The homeowner must cover any future maintenance costs or improvements.
4. If the work creates excess noise that can be heard by neighbors, the work must only be done between 8 AM and 7 PM.
5. If at any time this architectural change becomes unsightly, unnecessarily disruptive, or deviates from the approved plans, the work must come to a halt immediately and the changes must be reversed upon the board’s request.

It is important to remember that the homeowner is responsible for obtaining any building permits, structural approvals, safety inspections, and any other approvals required by the county or local government.

If you have any questions or concerns, you may contact me at *(contact information)*.

Sincerely,

*(Sender’s Name)*

*(Sender’s Position)*