Date:

The Managing Committee members,

.................Cooperative Housing Society Ltd.

Address: …………………..........................

**Subject: Internal Civil Work**

Sir,

I Shri...................... member of..................... Cooperative Housing Society Ltd., holding flat no.............. located at…..

I request you to provide me your approval to start the internal civil work in flat no……… . I will be carrying as per the rules set by society.

Please check below list of work which will be carried out during 00/00/20XX to 00/00/20XX.

1. Internal wall plaster
2. New tiles for bathroom
3. Colour work of bedroom & living room

I agree to pay the refundable deposit as per the decision taken by the General Body for civil work and if any damages made to society property due to my civil work activity society can claim damages and same should be adjusted from refundable deposit amount paid by me.

I will also follow the rules and regulations framed by the society regarding work timing for civil work in society which will not create nuisance for other members.

Looking forward to a positive response.

Thanking you.

Yours Faithfully,

(Member's signature)