# COVER LETTER

Proposal : Conversion of existing garage to boot /drying room

Address : Fontwell, Amberley Road, Storrington, West Sussex, RH20 4JQ

Dear Neighbor,

I hope this letter finds you well. I am writing to inform you about a proposed alteration to our property. We are planning to convert an existing garage into a boot room/drying room.

This modification aims to enhance the functionality of our property by providing a dedicated space for storing boots and clothing when entering the house from outside. This room will serve as a practical solution to keep our living spaces clean and organized by separating it from our main house and it will ensure that outdoor gear stays in a separate location without bringing in dirt to our living space.

We understand the importance of maintaining clear communication with our neighbors regarding any changes to our property. Therefore, we wanted to reach out to you to provide clarification on the application and address any concerns or questions you may have.

If you require further information or would like to discuss this proposal in more detail, please feel free to reach out to our agent at design@1stopdesignandbuild.co.uk.

Thank you for your understanding and cooperation.
Sincerely,
William Campbell
Date: 30/05/2024