**<Date>**

**From: <Homeowner Name>**

**<Street Address of Property to be Modified>>**

**McLean, VA 22102**

**To: McLean Hunt Homeowners Association**

**Architecture Control Committee**

**Subject: Request for Approval of Design for Modification of Home**

1. **We are proposing to alter the existing home located at <Street Address of Property to be Modified> and request approval by the McLean Hunt Homeowners Association. These modifications are:**

* ***Generally describe each major modification to the exterior of the home.***
* ***Note whether the modification is visible from the street.***
* ***Note whether each modification alters the roof line.***
* ***Note any exceptions to the covenants that are requested.***

1. **Attached to this letter please find drawings showing our plans for the proposed modifications. *Note: depending on the extent of the work, drawings may be professionally done by an architect or simple hand drawings. The key is to provide the Board with sufficient detail to make a determination of propriety.***
2. **We are proposing to begin work on <start date> and expect work to be completed on or about <estimated completion date>. *Note: dates need not be exact.***
3. **We/I may be contacted at:**
   1. **Email:**
   2. **Phone:**

**Thank you.**

**Sincerely,**

**/Signatures of all Homeowners named on the deed**

**Printed Name**

**Printed Name**