**Convert Residential to Commercial Property letter**

Date: November 13th, 2019

To,

The Municipal Officer

Jaipur Nagar Nigam

Jaipur

Sub: Application to Convert Residential Property to Commercial

Respected Sir,

I am writing this letter to request you to please accept my application for converting my residential building into a commercial one.

My building is located close to New Atish Market, Mansarovar, Jaipur. I had constructed this residential complex with an intention to have an additional income but due to increased commercial activities in that area, there are no residential buildings in proximity and no families are keen on staying in this area. Because this building is a residential one, there are hardly any occupants in the building. On the contrary, there are many companies interested to take a space on rent in the building for commercial purpose.

I am aware that in order to convert a residential property into a commercial one, there are some laws that are to be followed. Therefore, I am writing this application for conversion so that I can rent it out to companies for commercial use and have some income generating from it.

I request you to please consider my application and grant me a certificate for conversion. For any further details, please contact me at 9898989898. Please feel free to visit the building for inspection.

Thanking you.

Sincerely,

Amit Gupta