Date :

Letter No. :

**To : General Manager**

 **Operations Department**

 **Myanmar Japan Thilawa Development Limited**

**Subject: Application for Start of Renovation for (Unit No.xxx) in Rental Factory (x), (Company Name).**

We hereby submit the following documents for start of renovation of (Unit No.xxx) in Rental Factory (x) in accordance with MJTD Internal Regulations. Three (3) sets of hard and soft copies (CD) are attached herewith, along with the Application for Start of Renovation cover sheet.

 Attachments:

1. Letter of attorney (If any)
2. Copy of Building Permit
3. Copy of Fire Safety Certificate
4. Copy of Environmental Compliance and Prevention Plan Approval
5. Copy of Insurance document
6. Other Permit from Authority if any.
7. Construction Plans and/or Documents

Sincerely,

Signature

(Name of the applicant)