Date

To

Recipient Name

Street Address

City, ST ZIP Code

**Subject:                Application for land acquisition**

Dear [Name here],

I am writing on behalf of [company name] to express the company’s interest in building [house/office/commercial center/restaurant/hotel/hospital/school or any other building] on the land located at [address]. We have the allotment letter for the land. Our company wants to [enter what your company wants to do with the land]. This investment will not only be beneficial to our company but rather it will also [enter how it will benefit the community].

Kindly grant land acquisition letter to our company. We are willing to schedule a meeting to discuss the terms and conditions for land acquisition.

Look forward to your positive reply.

Sincerely,

[Your Name]  
[Address]