

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Building Department Name]
[City/County Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Aquarium Building Permit

I am writing to formally request a building permit for the construction of an aquarium at my residence located at [Your Address]. The proposed aquarium will be [provide dimensions and volume] and will be designed to house [type of fish and any other aquatic life].

The project will adhere to all local regulations and safety standards. I have enclosed the following documents for your review:

1. Detailed plans and specifications of the proposed aquarium
2. Site plans indicating the location of the aquarium
3. Dimensions of the installation area
4. Any other relevant documentation

I kindly request your assistance in processing this permit application. Please let me know if there are any additional documents or information required to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]