

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[City/County Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a business permit for my aquarium business, [Your Business Name], located at [Business Address].

[Provide a brief description of your aquarium business, including the products and/or services you will offer.]

I have completed all necessary preliminary steps, including securing a suitable location and reviewing health and safety regulations. Enclosed are the required documents, including a business plan, proof of location, and identification.

I appreciate your consideration of my application and look forward to contributing positively to the local community with my aquarium business. Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Business Name]