

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Permitting Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Aquarium Exhibit Permit Request

Dear [Permitting Agency Contact Name],

I am writing to formally request a permit for an aquarium exhibit that I am planning to establish at [Location/Institution Name]. The exhibit aims to [briefly describe the purpose of the exhibit, e.g., educate the public about marine life, promote conservation efforts, etc.].

Details of the proposed exhibit are as follows:

- ****Exhibit Title:**** [Title of the Exhibit]
- ****Proposed Location:**** [Specific location of the exhibit]
- ****Exhibit Duration:**** [Start Date] to [End Date]
- ****Species Displayed:**** [List of species or type of marine life intended to be displayed]
- ****Safety Measures:**** [Brief description of safety and care protocols in place for the aquatic life]
- ****Educational Programs:**** [Outline any educational activities associated with the exhibit]

I have attached all necessary documents, including [list of attached documents, e.g., detailed plans, environmental impact assessments, etc.]. I would appreciate your consideration of this request, and I am more than willing to provide any further information needed. Please let me know a convenient time for us to discuss this in more detail.

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

Sincerely,

[Your Name]
[Your Title/Organization Name, if applicable]