

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

[Recipient Name]
[Department or Agency Name]
[Address]
[City, State, Zip Code]

Subject: Application for Aquarium Permit

Dear [Recipient Name],

I am writing to formally request a permit for establishing an aquarium at my residence located at [your address]. The purpose of this aquarium is to [explain purpose, e.g., educational, personal enjoyment, research]. I understand the regulations regarding aquarium permits and am prepared to comply with all guidelines outlined for safe and responsible aquarium keeping. The aquarium will include [brief description of the setup, types of fish or aquatic life].

Please find attached the necessary documentation, including [list any documents, e.g., property deed, plans for the aquarium, etc.].

I appreciate your consideration of my request and look forward to your positive response. Should you need any additional information, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]