

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

Dear [Recipient Name],

I am writing to formally request a permit for maintaining a home aquarium at my residence located at [Your Address]. I believe that keeping an aquarium is a wonderful way to promote relaxation and enhance the aesthetics of my home, and I am committed to providing a safe and healthy environment for the aquatic life within it.

Details of my aquarium setup are as follows:

- Size of aquarium: [e.g., 50 gallons]
- Type of fish and aquatic life: [e.g., freshwater fish, specific species]
- Maintenance plan: [e.g., weekly water changes, monthly cleaning]
- Safety and security measures: [e.g., proper filtration, monitoring of water quality]

I understand the importance of adhering to local regulations concerning pet ownership and environmental preservation, and I assure you that I will comply with all guidelines set forth by your office.

Please let me know if there are any forms, fees, or additional documentation required to process this request. I am looking forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]