

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

[Recipient Name]
[Recipient Title]
[City/Zoning Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Aquarium Zoning Permit

I am writing to formally request a zoning permit for the establishment of an aquarium at [Property Address]. The proposed facility will include [briefly describe the features of the aquarium, e.g., size, types of exhibits, educational programs, etc.].

The aquarium will operate within the guidelines set by [mention any relevant zoning regulations or city plans]. I have attached all necessary documentation for your review, including site plans, architectural drawings, and any additional required paperwork.

I believe that the aquarium will serve not only as an attraction for visitors but also as an educational resource for the community, promoting awareness of marine life and environmental conservation.

Please let me know if there are any additional forms, fees, or information required to facilitate my application. I am eager to comply with all necessary regulations to ensure a smooth process.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]