

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

Dear [Recipient Name],

Subject: Request for Aquarium Permit

I am writing to formally request a permit for setting up a home aquarium at my residence located at [Your Address]. I am passionate about aquatic life and wish to create a sustainable and responsible aquarium environment that adheres to all local regulations.

I plan to include [briefly describe the types of fish and other aquatic life you intend to keep] and ensure that they are housed in a suitable environment that meets their needs. I understand the importance of maintaining ecological balance and will follow all best practices regarding care and maintenance.

Attached to this letter are the necessary documents, including my proof of residence and a detailed plan outlining the setup of the aquarium.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]