

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

Dear [Recipient Name],

Subject: Application for Aquarium Permit

I, [Your Name], am writing to formally request a permit for the establishment and maintenance of an aquarium at [specific location or address]. The purpose of this aquarium is [explain purpose - e.g., research, education, conservation, personal enjoyment].

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Optional: Your Title/Position if applicable]

[Optional: Organization/Institution if applicable]