

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

Dear [Recipient Name],

I am writing to formally request a commercial aquarium permit for my business, [Business Name], located at [Business Address]. We intend to operate an aquarium facility that aims to educate the public about marine life and promote conservation efforts.

Our facility will include [brief description of aquarium features, species, and educational programs]. We are committed to adhering to all regulations and guidelines set forth by [relevant department or agency]. Enclosed with this letter, please find the required application forms, along with supporting documents such as [list any required documents, e.g., business plan, species list, facility plans, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Business Name]
[Business Phone Number]
[Business Email Address]