

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

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

Subject: Application for Aquarium Installation Permit

Dear [Recipient Name],

I am writing to formally request a permit for the installation of an aquarium at my property located at [property address]. The planned aquarium will be [provide dimensions, type, and features of the aquarium, e.g., saltwater, freshwater, specific species to be housed].

This installation will comply with all local regulations and safety standards. I have attached [any relevant documents, plans, or photographs] for your review.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me if you require any additional information or clarification.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]