

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

[Recipient Name]
[Building Department Name]
[City or County Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Building License

I am writing to formally request a building license for [project description, e.g., "the construction of a single-family residence at 123 Main Street"].

Project Details:

- Project Address: [Insert address]
- Property Owner: [Insert name]
- Description of Work: [Briefly describe the proposed project]
- Estimated Start Date: [Insert date]
- Estimated Completion Date: [Insert date]

Enclosed are the following documents to support my application:

1. Completed application form
2. Site plans and architectural drawings
3. Proof of ownership or lease agreement
4. [Any additional required documents]

I assure you that all work will comply with local building codes and regulations. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]