

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

[Recipient's Name]
[Recipient's Title]
[City or County Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Building Permission

I am writing to formally request permission to [briefly describe the construction or alteration work, e.g., "construct a new residential building at my property located at [address]"].

[Provide details about the project, including its purpose, dimensions, and any relevant zoning information. Mention any plans or documents you are submitting along with this request.]

The proposed project will [explain the benefits of the project, e.g., "enhance the neighborhood, provide housing, etc."]. I assure that all construction will comply with local regulations and standards.

Please find attached [list the documents attached, such as site plans, permits, etc.].

I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]