

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

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

Subject: Request for Building Project Permission

Dear [Recipient Name],

I am writing to formally request permission to undertake a building project located at [Project Address]. The project involves [brief description of the project, e.g., constructing a new residential building, renovation of an existing structure, etc.].

We have conducted thorough planning and ensured that the project complies with all local regulations and zoning laws. The details of the project are as follows:

- Project Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]
- Project Description: [Brief description of the project, including size, materials to be used, etc.]
- Impact on the Community: [Description of how the project will benefit or impact the community]

We have attached all necessary documents, including [list of documents such as site plans, project specifications, environmental assessments, etc.].

I would appreciate your prompt attention to this matter, and I am happy to provide any additional information or meet for a discussion if needed.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position (if applicable)]  
[Company Name (if applicable)]