

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

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

Dear [Recipient's Name],

Subject: Application for Construction Permit

I am writing to formally request a construction permit for [describe the project, e.g., "the renovation of my residential property located at [property address]"]. The proposed work includes [briefly outline the scope of work, e.g., "the addition of two bedrooms and a garage"]. In compliance with local regulations, I have attached the necessary documents, including:

1. Completed application form
2. Site plans and architectural drawings
3. Property deed
4. Proof of insurance
5. [Any other required documentation]

I confirm that all work will be performed in accordance with the applicable codes and regulations. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title, if applicable]