

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Building Department/City Planning Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Building Permission

I hope this letter finds you well. I am writing to formally request permission to build [brief description of the intended project, e.g., a residential home, a commercial building, an extension, etc.] on my property located at [Property Address].

The details of the proposed project are as follows:

- **\*\*Project Description\*\***: [Detailed description of the project, including size, purpose, and any relevant specifications]
- **\*\*Construction Timeline\*\***: [Estimated start and completion dates]
- **\*\*Compliance\*\***: I assure you that the project will comply with all local building codes and zoning regulations.

I have attached the necessary documents, including [list any attached documents, such as site plans, blueprints, or surveys], for your review.

Thank you for considering my request. I am looking forward to your positive response. Should you require any additional information or wish to schedule a meeting, please do not hesitate to contact me.

Sincerely,

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