

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

Dear [Recipient's Name],

Subject: Application for Building License

I am writing to formally request a building license for [brief description of the project, e.g., "the construction of a residential building at [project address]"].

The project involves [brief details about the project, e.g., "a two-story residential structure that will include..."]. We have ensured that the plans comply with all local building regulations and zoning laws.

Enclosed with this letter are the necessary documents including [list any attached documents, e.g., "the site plan, construction drawings, and proof of ownership"].

I appreciate your prompt attention to this matter and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]