

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

[Building Department Name]
[City or County Name]
[Building Department Address]
[City, State, Zip Code]

Subject: Application for Building Approval

Dear [Building Official's Name or Title],

I am writing to formally request building approval for [Project Name/Description] located at [Project Address].

Description of the project:

- [Briefly describe the project, including size, scope, and purpose]

I have attached all the necessary documents, including:

1. Site plans
2. Blueprints
3. Structural calculations
4. Environmental assessments
5. [Any additional documents]

I affirm that this project complies with all local zoning laws and regulations. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my application. Please feel free to contact me if you require any further information.

Sincerely,

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