

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

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

Dear [Recipient's Name],

Subject: Application for Building Permit

I am writing to formally request a building permit for [briefly describe the project, e.g., "the construction of a single-family home at [specific address]"]. My proposed project will adhere to all applicable zoning and building regulations.

[Provide a brief overview of the project, including dimensions, materials, purpose, and how it complies with local codes. Mention any relevant attachments, such as plans or surveys.]

I appreciate your consideration of my application, and I look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information or clarification.

Thank you for your attention to this matter.

Sincerely,

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