

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

Dear [Recipient Name],

Subject: Application for Building Permit

I hope this letter finds you well. I am writing to formally submit my application for a building permit for [brief description of the project, e.g., "the construction of a single-family home"].

Project Details:

- Project Address: [Property Address]
- Project Type: [e.g., Residential, Commercial]
- Estimated Start Date: [Start Date]
- Estimated Completion Date: [Completion Date]

Enclosed with this letter are the necessary documents, including:

1. Completed building permit application form
2. Site plans and architectural drawings
3. Structural calculations
4. [Any other relevant documents]

I kindly request your approval for this permit at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]