

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

Dear [Recipient Name],

Subject: Application for Planning Permission

I am writing to formally request planning permission for [brief description of the project, e.g., the construction of a single-family home, an extension to an existing building, etc.] at [specific location/address of the project].

The details of the proposed project are as follows:

- ****Project Description****: [Provide a detailed description of the project, including size, structure, and purpose]
- ****Project Location****: [Exact address/coordinates]
- ****Site Plans****: [Mention if attached, include maps, drawings, etc.]
- ****Reason for the Project****: [Explain why the project is necessary and any benefits it may bring to the community]
- ****Compliance with Regulations****: [Briefly describe how the project complies with local zoning and building regulations]

I have enclosed all necessary documents, including [list documents such as site plans, photographs, application forms, etc.], to assist with the decision-making process.

Please let me know if you require any additional information or documentation. I look forward to your positive response and am eager to discuss this application further.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]