

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inquire about the building permit process for [specific project or location]. I have a few questions regarding [mention specific questions or areas of confusion] that I hope you could clarify for me. Your assistance in this matter would be greatly appreciated, as it will help me understand the requirements and ensure compliance with local regulations.

Thank you for your time and support. I look forward to your response.

Sincerely,

[Your Name]