

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: BQ Permit Approval

Dear [Recipient Name],

We are pleased to inform you that your application for the BQ permit has been approved. After a thorough review of the submitted documents and compliance with the relevant regulations, we are confident in granting you the necessary permissions to proceed.

Permit Details:

- Permit Number: [Permit Number]

- Issued Date: [Issue Date]

- Expiry Date: [Expiry Date]

- Scope of Work: [Brief description of the permitted activity]

Please ensure that you adhere to all conditions outlined in the permit and maintain compliance with applicable laws and regulations. A copy of the permit is enclosed for your records.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Enclosure: BQ Permit Copy