

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Local Government Office Name]  
[Department Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for BQ Permit

Dear [Recipient's Name],

I am writing to formally request a BQ permit for [briefly describe the purpose, e.g., building project, event, etc.]. The details of the request are as follows:

- **\*\*Project Location:\*\*** [Exact address or location]
- **\*\*Description of the Project:\*\*** [Brief description of the project]
- **\*\*Start Date:\*\*** [Proposed start date]
- **\*\*End Date:\*\*** [Proposed end date]
- **\*\*Estimated Budget:\*\*** [Budget amount, if applicable]

Attached to this letter are the necessary documents required for the permit application, including [list any attached documents, e.g., site plans, design blueprints, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Organization, if applicable]