

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: BQ Permit Notification

Dear [Recipient's Name],

We are writing to inform you that we have successfully obtained the necessary BQ permit for [specific project/service]. This permit is effective as of [date] and will expire on [expiration date].

Details of the permit are as follows:

- Permit Number: [permit number]
- Project/Service Description: [description]
- Location: [project location]

Please ensure that all project activities comply with the regulations and stipulations outlined in the permit documentation. Should you have any questions or require further information, do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]