

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for BQ Permit

I am writing to formally request a BQ permit for [specific purpose or project].

Details of the request are as follows:

- ****Project/Activity Name:**** [Name]
- ****Location:**** [Project Location]
- ****Duration:**** [Start Date] to [End Date]
- ****Description:**** [Brief description of the project or activity and its objectives]

We believe that this project will [explain the anticipated benefits or rationale for the permit].

Attached are the necessary documents to support our request, including [list any attachments, such as project plans, risk assessments, etc.].

We appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]