

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

Dear [Recipient Name],

Subject: Submission of BQ Permit Application

I am writing to formally submit my application for the BQ permit as required for [briefly describe the purpose, e.g., construction, business operation, etc.]. Enclosed with this letter are all the necessary documents, including [list the documents, e.g., application form, supporting documents, fees, etc.].

[Optional: Briefly outline any prerequisites or standards met, or specific details relevant to the application.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me at your earliest convenience.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]