

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Subject: Application for BQ Permit

Dear [Recipient Name],

I am writing to formally apply for a BQ permit for [briefly state the purpose or project, e.g., "the proposed construction of a new commercial building at [location]"].

As per the requirements outlined in [specific regulation or guideline], I have enclosed all necessary documentation including [list documents, e.g., site plans, environmental assessments, etc.].

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

Thank you for considering my application.

Sincerely,

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