

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for BQ Permit

Dear [Recipient Name],

I am writing to formally request a BQ permit for [specific purpose, e.g., "conducting research on..."], as required by [relevant regulations or policies].

Details of the request are as follows:

- ****Project Name:**** [Project Name]
- ****Location:**** [Project Location]
- ****Duration:**** [Start Date] to [End Date]
- ****Description of Activities:**** [Brief description of activities to be conducted]

I have attached the necessary documents required for your review, including [list any attached documents, e.g., "project proposal, risk assessment, etc."].

I appreciate your consideration of my request 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 further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)