

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

Dear [Recipient Name],

Subject: BQ Permit Renewal Application

I hope this letter finds you well. I am writing to formally request the renewal of my BQ permit, which is set to expire on [Expiration Date]. I have attached all necessary documents supporting my application, including [list any relevant documents, e.g., previous permit, identification, application form, etc.].

I appreciate the support and service provided by your office and look forward to your timely response to my renewal request. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]