

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

[Zoning Office/Department Name]  
[City/County Office Address]  
[City, State, Zip Code]

Subject: Request for Zoning Approval for Building Permit

Dear [Zoning Officer's Name],

I am writing to request zoning approval for a building permit for my property located at [Property Address]. I am planning to [briefly describe the proposed project, e.g., construct a single-family home, add an extension, etc.], which aligns with the current zoning regulations.

Details of the Proposed Project:

- **\*\*Project Description:\*\*** [Detailed description of the project]
- **\*\*Zoning District:\*\*** [Zoning designation of the property]
- **\*\*Parcel Number:\*\*** [Parcel identification number]
- **\*\*Proposed Start Date:\*\*** [Date you intend to begin construction]
- **\*\*Estimated Completion Date:\*\*** [Projected completion date]

Enclosed are the following documents to support my request:

1. Site Plan
2. Building Plans
3. [Any other relevant documents, e.g., property survey, photographs, etc.]

I believe this project will [mention any benefits or value to the community or site]. I request your prompt attention to this matter and appreciate your cooperation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]