

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

[Recipient's Name]
[Building Permit Office]
[City or County Name]
[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a building permit for [describe the project, e.g., "the construction of a single-family home at the address listed above"].

Project Details:

- ****Project Address:**** [Address of the Project]
- ****Type of Construction:**** [e.g., new construction, renovation, addition]
- ****Project Description:**** [Provide a brief description of the project, including size, purpose, and any relevant details.]

I have enclosed all required documents, including [list any attachments, such as site plans, architectural drawings, and any necessary approvals].

I am committed to adhering to all local building codes and regulations throughout the construction process.

Please let me know if there are any additional requirements or if you need further information. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]