

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the application for the Business Zone Number (BZN) for my business, [Your Business Name], located at [Business Address].

As part of our ongoing efforts to comply with industry regulations and enhance our operational capabilities, obtaining the BZN is essential. We believe that this will not only facilitate our business operations but also contribute positively to the local community and economy.

Please let me know the necessary steps and documentation required to proceed with this application. If there are any fees associated with the process, I would appreciate your guidance on how to best fulfill those requirements.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]