

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

[Date]

[Recipient Name]

[Title]

[Department/Office Name]

Dallas/Fort Worth International Airport

[Airport Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Permit Request for [Specify Purpose]

I am writing to formally request a permit for [briefly describe the purpose of the permit, e.g., construction, special event, etc.] at Dallas/Fort Worth International Airport.

[Provide a detailed description of the project/event, including dates, location, and any relevant details.]

I understand and am committed to adhering to all regulations and guidelines set forth by the DFW Airport authority to ensure safety and compliance.

Attached to this letter are the necessary documents, including [list any attached documents, such as project plans, maps, etc.].

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization Name, if applicable]