

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

[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Department/Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a dwelling permit for [specific purpose, e.g., constructing a new home, renovating an existing property] located at [property address].

I have included all necessary documentation, including:

- A completed application form
- Site plans and building designs
- Proof of ownership or authorization to build
- [Any additional supporting documents]

I understand that my application will be reviewed in accordance with local regulations, and I am committed to complying with all requirements set forth by your department.

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

Sincerely,
[Your Name]