

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

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

Subject: Application for Dwelling Permit

Dear [Recipient's Name],

I am writing to formally request a dwelling permit for [type of dwelling, e.g., residential, single-family home] located at [address of the property].

Project Details:

- Property Address: [full address]
- Owner of Property: [your name or name of the property owner]
- Proposed Start Date: [start date]
- Expected Completion Date: [completion date]

Attached to this letter are the following documents to support my application:

1. Detailed project plans
2. Site map
3. Property ownership proof
4. [Any other relevant documents]

I appreciate your assistance in this matter and look forward to your prompt approval of my application. Should you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]