

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Dwelling Permit Application

I am pleased to inform you that your application for a dwelling permit, submitted on [date of application], has been approved. The approval is based on the review of your plans, specifications, and compliance with all relevant regulations and requirements.

Permit Details:

- Permit Number: [Permit Number]
- Property Address: [Property Address]
- Approved Date: [Approval Date]
- Expiration Date: [Expiration Date, if applicable]

Please ensure that all construction activities comply with the standards outlined in the approved application. A copy of the approved plans is attached for your reference.

Should you have any questions or require further assistance, feel free to contact me at [your phone number] or [your email address].

Thank you for your cooperation, and we wish you success with your project.

Sincerely,

[Your Name]
[Your Title]
[Department/Organization Name]