

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

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

Dear [Recipient Name],

Subject: Request for Dwelling Permit

I am writing to formally request a dwelling permit for [specific details about the property, e.g., address, type of dwelling, etc.].

As per the requirements set forth by your office, I have enclosed the following documents to support my application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I understand that the issuance of this permit is essential for [brief explanation of the purpose, e.g., construction, renovation, etc.]. I am committed to adhering to all regulations and guidelines as specified by your department.

If you require any additional information or further documentation, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]