

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

Dear [Recipient's Name],

Subject: Formal Request for Dwelling Permit

I am writing to formally request a dwelling permit for my property located at [Property Address].

[Provide a brief description of the property, its intended use, and any relevant details that support your request.]

I have attached all necessary documents, including [list of attached documents such as application forms, site plans, and any other supporting materials].

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]