

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a dwelling permit for my property located at [Property Address].

I am planning to [briefly describe the intended work or project, e.g., "renovate my home," "build a new garage," etc.], and I want to ensure that all necessary permits are obtained in accordance with local regulations.

I appreciate the help and guidance your office provides to residents during this process. If there are specific documents or forms that you need from me, please let me know. I am happy to provide any information required to facilitate the approval of my application.

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

Warm regards,

[Your Name]