

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

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

Dear [Recipient Name],

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

The details of the proposed construction are as follows:

- Description of the project: [Brief description of the dwelling and any relevant details]
- Estimated start date: [Start Date]
- Estimated completion date: [Completion Date]

I have attached all necessary documents, including:

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

Should you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for considering my application.

Sincerely,

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