

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

[Recipient's Name]
[Recipient's Title]
[Building or Zoning Department Name]
[City or Municipality Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a dwelling permit for my property located at [Property Address]. I have completed all the necessary documentation and requirements as per the guidelines set forth by [City or Municipality Name].

The intended use of the dwelling is [briefly describe the intended use, e.g., single-family residence, rental property, etc.]. The proposed project details include [provide a brief overview of the project, such as size, intended modifications, etc.].

I have attached the following documents to support my application:

1. Completed dwelling permit application form
2. Site plan
3. Construction plans
4. [Any other relevant documents]

I believe this project will not only adhere to the local zoning regulations but also enhance the [community/neighborhood]. I am committed to complying with all applicable codes and regulations throughout the process.

Thank you for considering my application. I look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title, if applicable]