

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

Dear [Recipient Name],

Subject: Application for Dwelling Permit

I am writing to formally request a dwelling permit for [briefly describe the property, e.g., "a single-family home located at 123 Maple Street"].

[Provide a brief description of your project, including relevant details such as the scope, purpose, and any compliance with local regulations].

Attached are the necessary documents, including [list any attachments, such as plans, surveys, or proofs of ownership].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]