

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

[Date]  
[Permit Office/City Department Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Permit Officer's Name or Title],

Subject: Application for Residential Dwelling Permit

I am writing to formally request a residential dwelling permit for my property located at [Property Address]. I plan to [briefly describe the intended use of the property, e.g., build a new home, convert an existing structure into a residential dwelling, etc.].

Attached to this letter you will find all the necessary documentation, including [list of supporting documents, e.g., site plans, architectural drawings, proof of ownership, etc.]. I have also completed the required application form and paid the associated fees.

I believe this project will positively contribute to the [community/neighborhood, etc.], and I am committed to adhering to all local regulations and guidelines throughout the process.

Thank you for considering my application. If you require any additional information or have any questions, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]