

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

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

Subject: Application for Dwelling Permit

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for a dwelling permit for my property located at [Property Address].

[Briefly describe the purpose of the permit, relevant details about the dwelling, and any necessary information regarding the planned construction or renovation.]

I have enclosed the required documents and fees to support my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: List of documents included]