

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office of Residential Permits]
[City/County Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for a residential dwelling permit for my property located at [Property Address]. I am planning to [brief description of the intended work, e.g., construct a new single-family home, renovate an existing structure, etc.], and I believe this project will comply with all local building codes and regulations.

Enclosed with this letter are the necessary documents including:

1. A completed application form
2. Site plans and architectural drawings
3. Proof of ownership
4. Any required fees

I am committed to ensuring that the project aligns with community standards and would appreciate your guidance throughout the permit process. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response regarding my permit application.

Sincerely,
[Your Name]