

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
[City or County Office Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Dwelling Permit

I am writing to formally apply for a dwelling permit for my property located at [Property Address]. I am planning to [briefly describe the purpose of the permit, e.g., construct a new home, renovate an existing structure, etc.].

Enclosed with this letter, please find the following documents to support my application:

1. Completed application form
2. Site plan
3. Construction drawings
4. Proof of ownership
5. [Any other relevant documents]

I understand the importance of adhering to local regulations and am committed to complying with all relevant requirements. Please let me know if you require any additional information or documents to process my application.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]