

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

Dear [Permit Office Contact Name or "Permit Office Team"],

Subject: Inquiry Regarding Dwelling Permit Application

I hope this message finds you well. I am writing to inquire about the status of my dwelling permit application submitted on [Submission Date], under the reference number [Application Reference Number]. I wish to ensure that all necessary documentation has been received and that I am aware of the next steps in the process.

I have provided the following with my application:

- [List any submitted documents, e.g., site plans, architectural drawings, etc.]
- [Specify any fees paid, if applicable]

My intention for the dwelling is [briefly explain the purpose, e.g., "to build a single-family home for my family," or "to modify the existing structure to accommodate a home office"]. Understanding the timeline for approval is crucial for my planning and financial commitments.

If there are any additional requirements or further information needed from my side, please do not hesitate to inform me. Additionally, I would appreciate any updates on the expected timeline for the review process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]