

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

Dear [Recipient 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 dwelling, e.g., construct a new home, renovate an existing structure, etc.] and would appreciate your assistance in processing this application.

Enclosed with this letter, you will find the necessary documents, including:

1. Completed application form
2. Site plan of the property
3. Building plans and specifications
4. Proof of ownership
5. [Any additional documents required]

I believe that this project will [briefly state the benefits, e.g., enhance the neighborhood, provide housing, etc.]. I am committed to following all local regulations and guidelines throughout the process. Should you require any additional information or clarification, please feel free to contact me at [your phone number] or [your email address]. I look forward to your prompt response to facilitate the approval of my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]