

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

Dear [Recipient Name],

I am writing to formally apply for a dwelling permit for [specific address or property location].

I intend to [briefly describe the purpose of the dwelling and any relevant details, such as construction plans or modifications]. The proposed project will be conducted in accordance with all local building codes and regulations.

Enclosed with this letter, you will find the following documents:

1. Completed application form
2. Site plans
3. Proof of property ownership
4. [Any other relevant documents or attachments]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]