

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

[Recipient Name]
[Recipient Title]
[City/County Building Department]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Housing Permit Request for [Property Address]

I am writing to formally request a housing permit for the property located at [Property Address]. I intend to [briefly describe the work you plan to do, e.g., build a new home, renovate an existing structure, etc.].

Enclosed with this letter are the necessary documents, including [list any enclosed documents, such as site plans, architectural drawings, etc.]. I believe that my proposed project adheres to all local building codes and regulations.

I kindly ask for your assistance in the review and approval of my permit request. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]