

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

Dear [Recipient Name],

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

The details of my request are as follows:

- ****Property Address:**** [Provide full address]
- ****Type of Dwelling:**** [Single-family home, multi-family unit, etc.]
- ****Construction Start Date:**** [Proposed start date]
- ****Projected Completion Date:**** [Proposed completion date]

Enclosed with this letter are the necessary documents, including [list any attached documents, such as site plans, blueprints, and any required forms].

I appreciate your attention to this matter and look forward to your prompt response. 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.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]