

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

Dear [Recipient Name],

I am writing to formally request a dwelling permit for [brief description of the dwelling, e.g., a single-family home, an apartment renovation, etc.] located at [specific address of the property].

The details of the proposed dwelling are as follows:

- Type of dwelling: [e.g., single-family home, townhouse, etc.]
- Square footage: [e.g., xx sq. ft.]
- Number of rooms: [e.g., xx bedrooms, xx bathrooms]
- Purpose of the dwelling: [e.g., primary residence, rental property]

I have attached all necessary documents including:

- Site plans
- Architectural drawings
- Proof of ownership
- [Any other relevant documents]

Please let me know if you require any additional information or documentation to expedite the processing of my request. I appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]