

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

Dear [Recipient Name],

Subject: Dwelling Permit Submission

I am writing to formally submit my application for a dwelling permit for the property located at [Property Address]. This application includes all relevant documents and information required for your review.

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

1. Completed dwelling permit application form
2. Site plan and drawings
3. Proof of ownership/title
4. [Any additional documents, e.g., zoning clearance, environmental assessment, etc.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title, if applicable]