

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

Dear [Recipient's Name],

Subject: Application for Residential Permit

I am writing to formally apply for a residential permit for [specific address or property]. I intend to [briefly explain the purpose of the permit, e.g., move in, renovate, etc.], and I believe I meet all the requirements set forth by your office.

Enclosed with this letter are the necessary documents, including:

1. Completed application form
2. Proof of identity [e.g., copy of ID]
3. Proof of residency [e.g., utility bill]
4. [Any other supporting documents]

I appreciate your consideration of my application and look forward to your prompt response. If you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]