

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

Dear [Recipient's Name],

Subject: Application for Residential Permit

I am writing to formally submit my application for a residential permit for the property located at [Property Address].

The details of the application are as follows:

- Property Owner: [Your Name]
- Type of Permit Requested: [e.g., Building Permit, Renovation Permit]
- Purpose of Application: [Brief description of intended use or project]

Attached to this letter, you will find the following documents:

1. Completed application form
2. Site plans
3. Proof of ownership
4. [Any other relevant documents]

I understand the importance of compliance with local regulations and am committed to adhering to all necessary guidelines throughout this process.

Thank you for your attention to this matter. I look forward to your prompt response and am available for any further information or clarification required.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]