

[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],

I am writing to formally apply for a residential permit for [specific property address or location]. I have reviewed the requirements and believe I meet all necessary criteria to obtain this permit.

[Briefly explain your reasons for applying, such as purpose of residence, duration, etc. Include any relevant information about the property.]

Please find attached all the required documentation, including [list any documents such as proof of identity, proof of residency, etc.]. I am happy to provide any additional information if needed.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]