

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

Dear [Recipient Name],

Subject: Application for Housing Permit

I am writing to formally apply for a housing permit for the property located at [Property Address]. I am seeking to [briefly state the purpose of the housing permit, e.g., construct a new home, renovate an existing structure, etc.].

To support my application, I have included the following documents:

1. A completed application form
2. Site plans and architectural drawings
3. Proof of ownership and/or lease agreement
4. Any additional relevant documents

I believe this project will contribute positively to the community and comply with all local zoning regulations. I look forward to your prompt response to my application.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]