

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

Dear [Recipient Name or "To Whom It May Concern"],

I am writing to formally request a dwelling permit for [provide specific details about the property or project, such as address and type of dwelling].

The purpose of this permit is to [briefly explain the reason for the request, such as construction, renovation, or occupancy]. I have attached all required documents for your review, including [list any supporting documents such as plans, surveys, or previous permits].

Please let me know if there are any additional forms or information needed to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]