

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

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

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

I have carefully reviewed the requirements and guidelines set forth by [Organization Name] and have ensured that my application complies with all necessary regulations.

The proposed dwelling will [briefly describe the purpose of the dwelling and any relevant features, e.g., "accommodate my family and provide sustainable living options"].

Enclosed with this letter are the following documents to support my application:

1. Completed application form
2. Site plan and architectural drawings
3. [Any other relevant documents]

I appreciate your consideration of my application and am hopeful for a positive response. Should you need any further information or clarification, 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]