

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

Dear [Recipient Name],

Subject: Application for Unplanned Dwelling

I am writing to formally submit my application for the approval of an unplanned dwelling located at [specific address or location]. This request arises due to [briefly explain the reason for the unplanned dwelling, e.g., unforeseen circumstances, personal needs, etc.]. The proposed dwelling will [describe the purpose and importance of the dwelling, e.g., provide shelter, serve as a temporary residence, accommodate family, etc.]. I assure you that all necessary precautions have been considered to ensure the safety and compliance of the structure with local regulations.

Enclosed with this letter are the necessary documents, including [list any attached documents such as site plans, photographs, or any relevant permits]. I am committed to addressing any concerns that may arise during the review process and am willing to provide additional information if required.

I appreciate your consideration of my application and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]