

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Permit Office/Authority Name]
[Office Address]
[City, State, ZIP Code]

Dear [Permit Officer's Name or "To Whom It May Concern"],

Subject: Application for Renewal of Dwelling Permit

I hope this letter finds you well. I am writing to formally request the renewal of my dwelling permit, originally issued on [original issue date], for the property located at [property address]. My permit is set to expire on [expiration date].

In compliance with the necessary regulations, I have ensured that my dwelling has continued to meet all safety and health standards. [Include any relevant details about maintenance and compliance efforts, inspections, or improvements made to the property since the last issuance.]

Additionally, I have attached the required documents for the renewal process, including:

1. Completed renewal application form
2. Proof of residence (e.g., utility bills, lease agreement)
3. Updated inspection reports (if applicable)
4. Any outstanding fees (if applicable)

I appreciate your attention to this matter and would be grateful for your guidance on the renewal timeline. Should you require any further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Relation to the Property, if applicable]