

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Permit Office Name]
[Office Address]
[City, State, Zip Code]

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

Subject: Request for Renewal of Dwelling Permit

I hope this letter finds you well. I am writing to formally request the renewal of my dwelling permit, which is set to expire on [expiration date of current permit]. My permit number is [permit number].

I have been a resident at [property address] since [move-in date], and I have complied with all relevant regulations and requirements associated with the dwelling permit. Over the past [duration of time], I have maintained the property according to city standards, ensuring it remains a safe and pleasant environment for myself and my neighbors.

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

1. Completed application form for permit renewal
2. Copy of my current dwelling permit
3. Proof of residency (utility bills, lease agreement, etc.)
4. Any required inspections or certifications
5. Payment receipt for the renewal fee (if applicable)

I appreciate your attention to this matter and kindly request that the renewal process be expedited, as timely approval is essential for my continued residency. Should you need any further information or documentation, please do not hesitate to contact me at [phone number] or [email address].

Thank you for your time and assistance. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]