

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

[Recipient Name]  
[Department/Office Name]  
[City/County Office Address]  
[City, State, Zip Code]

Subject: Renewal of Dwelling Permit

Dear [Recipient Name],

I am writing to formally request the renewal of my dwelling permit, which is set to expire on [Expiration Date]. The details of my current dwelling permit are as follows:

- Permit Number: [Permit Number]
- Property Address: [Property Address]

I have complied with all regulations and conditions associated with the current permit and am seeking to continue occupying the premises without interruption. Please let me know if you require any further information or documentation to process this renewal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]