

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Permit Authority's Name]

[Permit Authority's Address]

[City, State, Zip Code]

Subject: Dwelling Permit Renewal Application

Dear [Permit Authority's Name or Title],

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]. My current permit number is [permit number].

I have reviewed the guidelines for renewal and included all necessary documentation for your consideration. Attached to this letter, you will find:

1. Completed renewal application form
2. Copy of the current dwelling permit
3. Proof of address
4. Any other required documents

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information or additional paperwork.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]