

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

Dear [Recipient Name],

Subject: Renewal of Dwelling Permit

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

1. ****Current Permit Details****

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

2. ****Reason for Renewal****

- Briefly explain the reason for the renewal request (e.g., continued residency, renovations, compliance with regulations).

3. ****Compliance and Updates****

- Mention any compliance with local regulations or updates made to the property (if applicable).

4. ****Attached Documentation****

- List any attached documents (e.g., renewal application form, proof of insurance, maintenance records).

I appreciate your attention to this matter and look forward to your prompt response regarding the renewal of my dwelling permit. Should you need any further information, please feel free to contact me at [your phone number] or [your email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]