

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

[Permit Office Name]
[Permit Office Address]
[City, State, Zip Code]

Subject: Renewal of Dwelling Permit

Dear [Permit Office Official's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my dwelling permit, #[Permit Number], which is set to expire on [Expiration Date].

I have attached all necessary documentation, including:

1. A copy of the current dwelling permit
2. Proof of residence
3. Any required application forms
4. [Additional documents if applicable]

Please let me know if there are any further requirements or if you need additional information to process my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]