

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

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

Subject: Request for Renewal of Dwelling Permit

Dear [Recipient's Name],

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

I have ensured that all conditions of the original permit have been met and have maintained compliance with local regulations since its issuance.

[Optional: Briefly describe any improvements or updates made to the dwelling since the last inspection.]

Enclosed with this letter are the required documents for the renewal process, including [list of documents, e.g., application form, proof of identification, payment receipt, etc.].

I would appreciate your prompt attention to this matter and look forward to your favorable response. Should any additional information be required, please feel free to contact me at your convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]