

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

[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Renewal of Dwelling Permit

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 dwelling permit details are as follows:

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

I have complied with all the regulations and requirements during my previous permit period, and I wish to continue residing at this address. I kindly ask you to process my renewal application at your earliest convenience.

Attached are the necessary documents for your review:

- [List of Attached Documents]

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]