

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Dwelling Permit Office/Authority Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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 been residing at [your address] since [move-in date] and have complied with all the regulations and requirements set forth in the previous permit. I kindly ask that you review my application for renewal at your earliest convenience.

If further information or documentation is needed to process my request, please do not hesitate to contact me.

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

Sincerely,
[Your Name]