

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department or Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Renewal of Dwelling Permit

I hope this letter finds you well. I am writing to formally request the renewal of my dwelling permit (Permit Number: [Insert Permit Number]) for the property located at [Property Address]. My current permit is set to expire on [Expiration Date].

As a responsible resident and property owner, I have complied with all regulations and requirements set forth by your office during my previous permit period. I am committed to maintaining the safety and integrity of my dwelling and ensuring that it meets all local codes and regulations. Enclosed with this letter are the necessary documents for your review, including:

1. Completed renewal application form
2. Proof of property ownership
3. Copies of past inspection reports (if applicable)
4. Any additional documentation required

I kindly ask for your assistance in processing my renewal request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title (if applicable)]