

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Dwelling Permit Renewal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my dwelling permit, which is due to expire on [expiration date]. My current permit number is [permit number].

I would like to assure you that I have adhered to all regulations and conditions associated with my current dwelling permit. [Briefly mention any improvements or changes made in compliance with local regulations, if applicable.]

Attached to this letter, you will find all necessary documentation required for the renewal process, including:

- Completed application form
- Copy of the current dwelling permit
- [Any other required documents: e.g., identification, proof of residence, etc.]

I kindly request that you process my renewal application at your earliest convenience. If there are any additional requirements or fees, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]