

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

[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. 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 a resident of [Your Address] since [Year], and I am committed to maintaining compliance with all regulations and standards set forth by your office. Please find enclosed the necessary documentation required for the renewal process, including:

1. Completed renewal application form
2. Payment for the renewal fee
3. Updated identification documents
4. Proof of residence

I appreciate your prompt attention to my request and look forward to your favorable response. 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 time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]