

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

[Permit Office Address]
[City, State, Zip Code]

Dear [Permit Office or Specific Contact's Name],
I hope this letter finds you well. I am writing to request the renewal of my dwelling permit, which is set to expire on [expiration date]. My current permit number is [insert permit number]. I have been a resident at [your address] since [date you moved in] and would like to continue residing there.

Please let me know if you require any additional information or documentation for the renewal process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]