

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

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Renewal of Dwelling Permit

Dear [Recipient Name],

I hope this letter 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].

The details of my dwelling are as follows:

- Address: [dwelling address]
- Type of dwelling: [type of dwelling, e.g., single-family home, apartment, etc.]
- Number of occupants: [number of occupants]

I have ensured that my property complies with all relevant regulations and guidelines, and I have maintained it to meet the community standards.

Attached to this letter, you will find copies of the necessary documentation, including:

1. Completed renewal application form
2. Proof of property ownership/rental agreement
3. Recent photographs of the dwelling
4. Any other required documents

I kindly ask you to process my application for renewal at your earliest convenience. If there are any additional steps needed from my end, please do not hesitate to inform me.

Thank you for your assistance and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]