

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

[Permit Office Name]
[Permit Office Address]
[City, State, ZIP Code]

Subject: Application for Dwelling Permit Renewal

Dear [Permit Office/Committee Name],

I am writing to formally request the renewal of my dwelling permit, originally issued on [original permit issue date], for the property located at [property address].

****Permit Details:****

- Permit Number: [insert permit number]
- Expiration Date: [insert expiration date]

****Property Information:****

- Type of Dwelling: [e.g., Single Family Home, Apartment, etc.]
- Square Footage: [insert square footage]

I am requesting this renewal due to [reason for renewal, e.g., continued residency, minor renovations, etc.]. Attached to this application, I have included the required documentation:

1. Copy of the original dwelling permit
2. Proof of residency (e.g., utility bill, lease agreement)
3. Any additional documents required by your office

I understand the importance of maintaining compliance with all the relevant regulations and guidelines. I assure you that the property is being maintained in accordance with local codes and standards.

Please feel free to contact me at [insert phone number] or [insert email] if you require any further information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Signature (if submitting a hard copy)]