

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

Subject: Request 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 for the property located at [Property Address]. My current permit is set to expire on [Expiration Date], and I would like to ensure that I remain in compliance with all regulations. I have maintained the property according to the guidelines outlined in the original permit and have made no changes that would affect its status. Please find attached any necessary documentation, including [list any required documents, such as previous permits, proof of residency, etc.].

I appreciate your consideration of my request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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