

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

[Recipient Name]  
[Recipient Position]  
[Department Name]  
[City/County Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Permit

I hope this letter finds you well. I am writing to formally request a business permit to operate [describe your business] at [location/address of your business].

[Provide a brief description of your business, its objectives, and why a permit is necessary.]

To comply with all regulations, I have ensured that my business meets all the necessary requirements for obtaining a permit, including [mention any licenses, insurance, or other requirements you have fulfilled].

I kindly ask for your assistance in processing my application. 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 attention to this matter. I look forward to your prompt response.

Sincerely,

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