

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

Subject: Request for Environmental Permit

Dear [Recipient Name],

I am writing to formally request an environmental permit for [describe the project or activity briefly], located at [specific location]. The project is intended to [briefly explain the purpose of the project and its potential benefits].

In compliance with [mention relevant laws or regulations], I have attached all necessary documentation, including [list documents such as environmental assessments, project plans, etc.], for your review.

I understand the importance of maintaining environmental standards and am committed to adhering to all regulations and guidelines throughout this project.

Thank you for considering my request. I look forward to your timely response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]