

[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]