

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

[Fire Department Name]  
[Fire Department Address]  
[City, State, Zip Code]

Subject: Request for Fire Permit

Dear [Fire Chief's Name or "Fire Department"],  
I hope this letter finds you well. I am writing to formally request a fire permit for [briefly describe the purpose, e.g., "a controlled burn," "a special event," etc.].

Details of the request are as follows:

- Location: [specific location of the event or burn]
- Date: [proposed date of the activity]
- Time: [start and end times]
- Description: [provide a brief description of the activity, including safety measures in place]

I understand the importance of safety and will adhere to all regulations and guidelines set forth by your department.

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

Sincerely,

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