

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

[Recipient's Name]
[Department Name]
[Health Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a health department permit for [brief description of the purpose, e.g., opening a new food establishment, hosting an outdoor event, etc.].

[Provide a brief overview of your business or event, including relevant details and how it complies with health regulations.]

Attached to this letter, you will find the necessary documents, including [list any supporting documents, e.g., application form, menu, floor plan, etc.].

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

Sincerely,
[Your Name]