

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

[Permit Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Permit Office Name or Recipient's Name],

Subject: Landscaping Permit Request

I hope this letter finds you well. I am writing to formally request a permit for landscaping work to be conducted at my property located at [Property Address].

The proposed landscaping project includes:

- [Brief description of the landscaping work, e.g., planting trees, installing a flower bed, etc.]
- [Additional details such as types of plants, materials to be used, etc.]

The purpose of this landscaping is [explain the reason for the project, e.g., beautification, erosion control, etc.]. I believe that this project will not only enhance my property but also contribute positively to the neighborhood.

I kindly request guidance on the necessary steps to obtain this permit and any specific requirements that I should be aware of.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]