

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

[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Submission of Operating Permit Application

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally submit my application for an operating permit for [briefly describe the business or activity]. Please find enclosed all required documentation and forms as per the guidelines provided.

[Optional: Include a brief overview of the project or activity and its significance.]

I kindly request your review of the attached materials, and I am hopeful for a positive response at your earliest convenience. Should you require further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]

[Your Business Name (if applicable)]