

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for a parking permit for [specific location or purpose, e.g., "my residence at 123 Main St."] during [specific time period or event, e.g., "the upcoming academic year"].

I am currently a [student/resident/employee] at [institution or company name], and I require parking access due to [briefly explain reason, e.g., "my daily commute" or "visitors to my residence"].

Attached to this letter, you will find all necessary documentation, including [mention any supporting documents you are including, e.g., proof of residency, vehicle registration, etc.].

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

Sincerely,  
[Your Name]