

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Temporary Permit

I am writing to formally request a temporary permit for [insert purpose or activity requiring permit] from [start date] to [end date].

[Briefly explain your reason for the request and any relevant details.]

I have attached all necessary documentation, including [list documents, e.g., identification, proof of residency, relevant licenses].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]