

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

[Zoning Board or Appropriate Department]  
[City/County Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Zoning Permit Application for [Property Address or Description of Property]

Dear [Zoning Board Members/Specific Contact Person],

I am writing to formally submit my application for a zoning permit for the property located at [Property Address].

The purpose of this request is to [briefly explain the purpose of the zoning request, e.g., "construct a single-family home," "operate a small business," etc.]. The proposed project will [briefly describe the benefits or positive impacts of your project on the community].

Attached to this letter, you will find the necessary documentation, which includes:

1. A completed zoning permit application form
2. Site plans or diagrams
3. Proof of ownership or lease agreement
4. Any additional required documentation

I appreciate your time and consideration of my application. If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]