

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

Dear [Recipient Name],

Subject: Request for Land Use Permission

I am writing to formally request permission for land use at [specific location or address of the property] for the purpose of [details of the intended use, e.g., construction, agricultural use, etc.].

We believe this use aligns with the community's development goals and will [mention any benefits related to the request, such as community improvement, economic growth, etc.].

Attached with this letter are the necessary documentation, including [list any attached documents such as site plans, environmental assessments, etc.].

I would appreciate the opportunity to discuss this request further and provide any additional information needed.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]