

Addition Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request an addition permit for my property located at [Property Address]. I am planning to [briefly describe the proposed addition, e.g., add a new room, extend the kitchen, etc.], which I believe will enhance the functionality and value of my home.

The proposed dimensions of the addition are [insert dimensions], and the construction will be completed in compliance with all local building codes and regulations. Enclosed with this letter are the necessary supporting documents, including plans of the proposed addition and any other required forms.

Please let me know if there are any additional requirements or further information needed for the processing of this request. I am looking forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]