

# New Construction Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request a permit for new construction on my property located at [Property Address]. The proposed project involves [brief description of the construction project, e.g., building a single-family home, adding a garage, etc.].

The project aims to [state the purpose or benefits of the construction, e.g., improve living conditions, increase property value, etc.]. I have attached the necessary documents, including site plans, construction drawings, and any other required information.

Please let me know if there are additional forms or requirements to complete this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]