

Request for Commercial Building Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[To Whom It May Concern]

[Department Name]

[City/County Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a commercial building permit for [Project Name or Description]. The property is located at [Property Address]. This project aims to [briefly describe the purpose and goal of the project].

Enclosed with this letter are the required documents, including:

- Site Plans
- Architectural Drawings
- Proof of Ownership
- Any additional documentation as required

I believe this project will contribute positively to the community by [describe benefits to the community]. I am committed to complying with all local regulations and standards throughout the building process.

Thank you for considering my request. I look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] for any further information or clarification.

Sincerely,

[Your Name]

[Your Position/Title (if applicable)]

[Your Company Name (if applicable)]