**Letter of Intent to Open a Business**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Mayor’s Name*]**

[*City/Municipality*] Mayor

[*Mayor’s Office Address*]

Dear [*Mayor’s Name*],

My name is [*YOUR NAME*] and I would like to inform you of my intention to open a [*TYPE OF BUSINESS*] called [*NAME OF BUSINESS*]. I would like to open this business at [*BUSINESS ADDRESS*]. My goal for the business is [*BUSINESS GOAL*] and I believe it would be a great addition to our community.

I am confident that I can make the business succeed because [*REASONS FOR BUSINESS SUCCESS*]. Aside from that, [*MORE REASONS*].

Thus, I would like to formally request your approval for a business permit so I can start setting up my business. The required charges and fees have been paid and I am now eagerly waiting for your response.

Thank you for your kind consideration, Mayor [*MAYOR’S NAME*].

All the best,

[*Signature Over Printed* *Name*]

[*Address*]

[*Contact Details*]