Dear Sir/madam

I am writing to apply for planning permission to change a unit from storage to retail to enable me to open up a fishing shop. I feel this unit is in a prime position on the North shore of the harbour to provide all the fishers who enjoy fishing off the piers the equipment and bait they need. I also feel opening a fishing shop in this specific area has the potential to bring more people to the area. Not only to visit the shop, but to also fish off the piers and utilise the facilities within the town.

Please find enclosed with this letter the completed planning permission application.

I look forward to hearing from you

Yours faithfully

Matthew Waugh