

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Building Permit Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Appeal of Building Permit Decision - [Permit Number]

Dear [Building Permit Official's Name],

I am writing to formally appeal the decision regarding Building Permit [Permit Number], issued on [Date of Issuance].

[Briefly state the reason for the appeal, e.g., specific concerns about the denial, additional supporting information, or corrections to the permit.]

I believe that reconsideration of this permit is warranted due to [state your main argument or rationale].

Please find attached [any relevant documents or evidence supporting your appeal]. I respectfully request a review of this decision and a meeting to discuss this matter further.

Thank you for your attention to this appeal.

Sincerely,

[Your Name]

[Your Title, if applicable]