

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

[Building Permit Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Building Permit Renewal

Dear [Building Permit Office/Specific Recipient's Name],  
I am writing to request the renewal of my building permit, [Permit  
Number], issued on [Original Permit Date], for the property located at  
[Property Address].

The original permit is set to expire on [Expiration Date]. Due to [brief  
explanation of reasons for renewal, e.g., project delays, weather  
conditions, etc.], we have not yet completed the work as outlined in the  
permit application.

Please find attached all required documentation for the renewal process,  
including [list any relevant documents, such as updated plans, inspection  
reports, etc.].

I appreciate your attention to this matter and look forward to your  
prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]