

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

[Date]  
[Name of Official or Committee]  
[Department Name]  
[Building Permit Authority/Organization]  
[Authority Address]  
[City, State, Zip Code]

Subject: Appeal of Building Permit Decision - [Permit Number or Project Name]

Dear [Official's Name or Committee Members],

I am writing to formally appeal the decision made on [date of decision] regarding the building permit application [Permit Number] for [project description or address].

[Briefly explain the details of the original decision and why you believe it should be reconsidered. Include specific reasons, any additional information, and references to relevant regulations or guidelines.]

I believe that my application meets all necessary requirements and addresses the concerns raised in the decision. [You may include new evidence or information that supports your case].

I respectfully request that you review my appeal and consider the following points:

1. [Point 1]
2. [Point 2]
3. [Point 3]

Thank you for your time and consideration. I look forward to your prompt response regarding this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]