

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Building Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Additional Building Permits

I hope this letter finds you well. I am writing to formally request additional building permits for [Project Name or Address]. Due to [briefly explain reason for additional permits, e.g., changes in project scope, unforeseen conditions, etc.], we require the issuance of [specify the type of additional permits needed] to proceed with our construction plans.

We have taken the necessary steps to ensure compliance with all local building codes and regulations. Attached to this letter, you will find the relevant documentation, including [list any supporting documents, such as plans, sketches, or reports].

We appreciate your assistance and prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your consideration, and we look forward to your positive response.

Sincerely,

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