

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

Dear [Building Department Official's Name],

Subject: Urgent Request for Building Permit - [Project Name/Address]

I hope this letter finds you well. I am writing to formally request an urgent building permit for my project located at [Project Address]. Due to [briefly explain reason for urgency, e.g., impending deadlines, safety concerns, etc.], it is crucial that we obtain the necessary approvals as soon as possible to proceed with the planned construction.

Enclosed with this letter are the required documents, including [list any attached documents, e.g., plans, specifications, previous permits, etc.]. I have ensured that all materials are prepared in compliance with local building codes and regulations.

I would greatly appreciate your prompt attention to this matter, as any delays may result in [explain consequences, if applicable]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification.

Thank you for your consideration. I look forward to your swift response.

Sincerely,

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