

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

[Recipient's Name]  
[Recipient's Title]  
[City/County Building Department]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Occupancy Permit

I am writing to formally request an occupancy permit for the property located at [Property Address]. The property has undergone [brief description of renovations, constructions, or changes made] and is now ready for occupancy.

To support my application, I have included the following documents:

1. Completed occupancy permit application form
2. Proof of ownership
3. Inspection reports
4. [Any other relevant documents]

I kindly ask that you process this request at your earliest convenience, as we are eager to [explain reason for urgency, e.g., move in, start business operations, etc.].

Thank you for your attention to this matter. Please feel free to contact me at [Phone Number] or [Email Address] should you require any additional information.

Sincerely,  
[Your Name]