

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

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

Dear [Recipient's Name],

Subject: Request for Occupancy Permit

I hope this letter finds you well. I am writing to formally request an occupancy permit for the property located at [Property Address]. The construction and necessary inspections have been completed as per the local building codes and regulations. All applicable permits have been obtained, and the final inspection was conducted on [Date of Final Inspection]. The inspector has provided a positive assessment, confirming that the property is safe and ready for occupancy.

Attached to this letter, you will find the following documents for your review:

1. Completed application form for occupancy permit
2. Copy of the final inspection report
3. Proof of compliant construction and necessary permits
4. Any additional documents as required

I kindly request that you process my application at your earliest convenience. Should you need any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]