

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Building Department/Authority Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Interim Occupancy Permit

I am writing to formally request an Interim Occupancy Permit for the property located at [Property Address]. We have recently completed the necessary construction and are eager to move forward with the occupancy of the premises while final inspections are in progress.

The project has been developed in accordance with [relevant codes and regulations], and we believe that the completed areas are safe and suitable for occupancy. We assure you that we are committed to fulfilling any outstanding requirements to ensure compliance.

Please find attached the necessary documentation, including [list any attached documents, such as plans, inspection reports, or previous correspondence]. We kindly ask for your approval of our request so that we may proceed with occupancy.

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

Sincerely,

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