

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Occupancy Permit Approval

I hope this letter finds you well. I am writing to formally request the approval of an occupancy permit for my property located at [Property Address].

[Briefly explain the purpose of the request, any relevant details about the property, and any work that has been completed or is underway.]

I have attached all necessary documentation, including [mention any attached documents such as building plans, inspection reports, etc.], to support my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title, if applicable]