

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

Dear [Recipient Name],

Subject: Notification of Occupancy Permit Issuance

We are pleased to inform you that the occupancy permit for [Property Address or Project Name] has been officially issued as of [Date of Issuance].

This permit indicates that the property meets all local building codes and safety regulations and is now authorized for occupancy. Please ensure that all necessary inspections and approvals have been completed prior to moving in and utilizing the premises.

Should you have any questions regarding this permit or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention, and congratulations on this achievement!

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]