

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

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

Subject: Letter of Intent for Occupancy Permit Application

Dear [Recipient Name],

I am writing to formally express my intent to apply for an occupancy permit for the property located at [Property Address]. The purpose of this application is to ensure compliance with local regulations and to secure the necessary approvals to occupy and use the space for [brief description of intended use, e.g., residential, commercial, etc.].

As part of this process, I plan to submit the required documentation, including [list any necessary documents, e.g., building plans, inspections, etc.], and will ensure all standards are met according to [reference any local codes or regulations].

I appreciate your attention to this matter and look forward to your guidance as I proceed with the application. Please let me know if there are any further steps I should take at this stage.

Thank you for your consideration.

Sincerely,

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