

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Department]  
[City/County Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Occupancy Permit Extension

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

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, construction delays], I am unable to meet the current deadline of [current expiration date of permit]. I kindly request an extension of [number of months/weeks] to ensure compliance with all necessary regulations.

I appreciate your consideration of my request and am willing to provide any additional information or documentation required.

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

Sincerely,

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