

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization/Agency]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Occupancy Permit Acknowledgment

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the occupancy permit for [Property Address or Project Name] issued on [Date of Issuance]. I appreciate your efforts in facilitating this process.

As per the guidelines and conditions outlined in the permit, we are committed to adhering to all regulations and requirements set forth by [City/County/Agency Name]. Please feel free to reach out if there are any further steps or documentation needed from our side.

Thank you for your assistance.

Sincerely,

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