

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

[Recipient Name]
[Department Name]
[City/County Government Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Occupancy Permit Application

I am writing to formally request an occupancy permit for the property located at [Property Address]. I have completed all necessary renovations and complied with local building codes and zoning regulations.

The following documents are attached to support my application:

1. Completed occupancy permit application form
2. Proof of property ownership
3. Inspection reports
4. [Any additional required documents]

Please let me know if further information is needed to process my application. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]