

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Building Department Name]  
[City or County Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: Clarification Request Regarding Occupancy Permit

Dear [Building Department Contact Name or Title],

I hope this message finds you well. I am writing to request clarification concerning the occupancy permit for [property address or project name]. We have recently submitted an application for the occupancy permit and would appreciate your guidance on the following points:

1. [Specific question or concern #1]
2. [Specific question or concern #2]
3. [Specific question or concern #3]

Understanding these details will greatly assist us in ensuring compliance with all necessary regulations and expedite the approval process.

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

Sincerely,

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