

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Building Department/City Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Occupancy Permit

I hope this letter finds you well. I am writing to inquire about the occupancy permit for [Property Address or Description].

[Provide details about your request, such as the type of permit you are seeking, any relevant dates, and specific questions or information you need.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]