

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

[Recipient Name]  
[City or County Building Department]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Occupancy Permit

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

The property has undergone the necessary renovations and fulfill all local building codes and regulations. Enclosed with this letter are the following documents for your review:

1. Copies of inspections completed
2. Certificate of completion from the contractor
3. Any other required supporting documents

I kindly ask for your assistance in processing this request at your earliest convenience. Should you require any further information or additional documentation, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]