

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Occupancy Permit

I am writing to formally apply for an occupancy permit for [property address or description]. As per the requirements set forth by your office, I have completed all necessary inspections and preparations to ensure that the property meets safety and zoning regulations.

Enclosed with this letter are the following documents for your review:

1. Completed application form
2. Inspection reports
3. Floor plans
4. Proof of compliance with safety regulations
5. Any additional supporting documents

I kindly request that you process this application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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)]
[Your Company Name (if applicable)]