

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

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request your assistance with obtaining the necessary occupancy permit for [Property Address]. As we prepare for my upcoming move-in date on [Move-In Date], it is essential to ensure that all required permits are in place.

To facilitate this process, I would appreciate it if you could provide any documentation or information needed to secure the occupancy permit.

If there are specific forms to be completed or fees that need to be paid, please let me know at your earliest convenience.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]