

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Building Department/Permit Office]
[City/County Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Occupancy Permit Application

I am writing to formally submit my application for an occupancy permit for the property located at [Property Address].

Attached to this letter, you will find the following documents:

1. Completed occupancy permit application form
2. Proof of ownership or lease agreement
3. Site plan and building layout
4. Inspection reports (if applicable)
5. Any additional supporting documents required

I have ensured that all necessary deadlines and requirements have been met and am eager to comply with any further requests from your office. Should you need any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]