

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

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request the approval for an occupancy permit for [Property Address or Description of Property].

The property has undergone [brief description of work done, e.g., renovations, new construction, etc.], and I believe it now meets all the necessary building and safety codes as stipulated by your office. I have attached all relevant documents, including inspection reports and compliance certificates, for your review.

I kindly ask you to process this request at your earliest convenience so that I can proceed with [mention your intent, e.g., moving in, starting business operations, etc.]. Should there be any further requirements or clarifications needed, please do not hesitate to contact me.

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

Sincerely,

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