

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

Subject: Appeal for Occupancy Permit Denial - [Property Address]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding the denial of my occupancy permit for the property located at [Property Address]. The decision was communicated to me on [Date of Denial], and I respectfully request a review of the circumstances surrounding my application.

I believe the denial was based on [briefly explain the reason for denial], and I would like to provide additional information that may not have been fully considered during the initial review.

[Include a detailed explanation addressing the points raised in the denial, along with any supporting documentation or evidence].

I appreciate your attention to this matter and kindly request a hearing to present my case. I am confident that upon reviewing the additional information, you will find that the permit should be granted.

Thank you for your time and consideration. I look forward to your prompt response to my appeal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]