

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

[Recipient Name]
[Recipient Title]
[City/County Department Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Occupancy Permit

I am writing to formally request an occupancy permit for the property located at [property address].

The property has undergone [brief description of work completed, e.g., renovations, constructions, etc.], and I believe it now meets all necessary codes and regulations as stipulated by the city/county.

Attached to this letter are the required documents, including:

1. [List of documents, e.g., inspection reports, floor plans, etc.]
2. [Any additional relevant information or documentation]

I would greatly appreciate your expedited review of my application, and I look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]