

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

[Date]
[Recipient Name]
[Title]
[Department/Committee Name]
[City/County Office Address]
[City, State, Zip Code]

Subject: Contesting Denial of Occupancy Permit

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally contest the denial of my occupancy permit application for the property located at [Property Address]. The permit was denied on [Date of Denial] due to [briefly state the reason for denial].

I believe the denial was based on [provide details regarding the reason for denial, if applicable]. I have taken measures to address the cited concerns, including [outline any changes made or compliance achieved]. I kindly request a reconsideration of my occupancy permit application and would appreciate the opportunity to present my case in person. Enclosed are supporting documents that demonstrate my compliance with the necessary requirements.

Thank you for your consideration. I look forward to your response.

Sincerely,

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