

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Application for Occupation Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of an Occupation Certificate for my property located at [Property Address].

Details of the property are as follows:

- Property Type: [e.g., residential, commercial]
- Owner Name: [Your Name]
- Property Identification Number: [if applicable]

The property has been completed in accordance with all relevant building codes and local regulations. All necessary inspections have been conducted, and I have attached copies of the required documents, including:

1. Completion Certificate
2. Inspection Reports
3. [Any other relevant documents]

Please let me know if there are any further requirements or if additional information is needed to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]