

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

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Occupation Certificate

I hope this letter finds you well.

We are pleased to inform you that the occupation certificate for the property located at [Property Address] has been issued and is now available for your records. This certificate confirms that the premises are suitable for occupancy and comply with relevant building codes and safety regulations.

Please find attached a copy of the occupation certificate for your reference. Should you have any questions or require further assistance, please do not hesitate to reach out to me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Company Name (if applicable)]