

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

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

Subject: Request 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 the property located at [Property Address].

The property has been [briefly describe status, e.g., completed, renovated, etc.], and I believe it meets all necessary standards and regulations as per local building codes.

I have attached [list any documents you are including, e.g., inspection reports, property papers, etc.] to support my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]