

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Occupation Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an occupation certificate for [specific location or property name] located at [address or description of the property].

The purpose of this certificate is to [explain the reason, e.g., obtain financing, legal documentation, etc.]. I have attached all necessary documents, including [list any attached documents such as proof of identity, property ownership, or compliance with local regulations].

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if there are any further requirements or information needed to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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