

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

[Building Permit Office/Appeals Board Name]
[Office/Board Address]
[City, State, Zip Code]

Subject: Appeal for Building Permit Denial - [Permit Number]

Dear [Recipient's Name or "Building Permit Appeals Board"],

I am writing to formally appeal the decision made on [Date of Permit Denial] regarding the denial of my building permit application (Permit Number: [Permit Number]) for the property located at [Property Address].

[Explain the reason for the appeal, including any relevant facts, supporting evidence, and why you believe the permit should be granted.]

I appreciate your attention to this matter and look forward to your favorable response. Please let me know if you require any further information or documentation.

Thank you for considering my appeal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]