

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

[Recipient's Name]
[Recipient's Title]
[City/County Building Department]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Occupancy Permit

I am writing to formally request an occupancy permit for [Property Address]. The property was [brief description of the property and relevant details, e.g., newly constructed, renovated, etc.].

Enclosed with this letter are the necessary documents, including:

- Completed application form
- Copies of inspection reports
- Proof of compliance with local building codes
- [Any additional documents, e.g., site plans, floor plans, etc.]

I believe that all the requirements for occupancy have been met, and I look forward to your prompt review of my application. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Relationship to Property, if applicable]