

Code Enforcement Compliance Request

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Title]

Agency: [Insert Agency Name]

Address: [Insert Address]

Dear [Insert Recipient Name],

Subject: Code Enforcement Compliance Request for New Construction at [Insert Construction Address]

I am writing to formally request compliance review for the new construction project located at [Insert Address]. This request is in accordance with local codes and regulations to ensure that the construction adheres to all necessary compliance standards.

The details of the project are as follows:

- Project Name: [Insert Project Name]
- Project Owner: [Insert Owner Name]
- Permit Number: [Insert Permit Number]
- Start Date: [Insert Start Date]
- Expected Completion Date: [Insert Expected Completion Date]

Please confirm receipt of this request and let us know if additional information or documents are required to expedite this review.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]