

# Compliance Certificate Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the Compliance Certificate for our construction project located at [Project Address]. This project is being carried out under the [Project Permit/License Number] and commenced on [Start Date].

To ensure adherence to all regulatory standards and to finalize our project, we kindly ask for your assistance in issuing the necessary Compliance Certificate as soon as possible. The following documents have been attached for your review:

- [Document 1]
- [Document 2]
- [Document 3]

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]