

Request for Expedited Residential Construction Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department Name]

[Municipality/County Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the expedited processing of my residential construction permit application for the property located at [Property Address]. Due to [brief explanation of urgency, e.g., time-sensitive circumstances or a specific project timeline], an expedited review would be greatly beneficial.

All necessary documents have been submitted as part of my application, including [list any relevant documents, e.g., plans, surveys, etc.], and I am prepared to provide any additional information that may be required to facilitate a prompt review.

I appreciate your attention to this matter and look forward to your favorable response. Please feel free to contact me at your earliest convenience should you need further details.

Thank you for your consideration.

Sincerely,

[Your Name]