

Announcement of Lost Building Permit

Date: [Insert Date]

To Whom It May Concern,

This letter serves to inform the relevant authorities and the public that I, [Your Name], have lost the building permit originally issued for [Project Address]. The permit was issued on [Issue Date] under permit number [Permit Number].

Please note that I have taken all necessary precautions to locate the lost permit but have been unsuccessful. If anyone comes across this document, I would appreciate it if you could contact me at [Your Phone Number] or [Your Email Address].

I am in the process of applying for a replacement permit and would like to ensure that all records remain accurate and up to date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]