

Letter of Appeal for Expedited Temporary Business Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for an expedited review of my application for a temporary business permit submitted on [Insert Submission Date]. Due to [briefly explain the reason for urgency, e.g., an upcoming event, business opportunity, etc.], it is crucial that I obtain this permit as soon as possible.

I have complied with all necessary requirements and submitted all required documentation. I understand the challenges faced by your office; however, I kindly ask for your assistance in expediting this process to prevent any potential loss to my business and opportunities for our community.

Thank you for considering my request. I am more than willing to provide any additional information or documentation to support this appeal.

I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name, if applicable]