

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Building Department Name]

[Building Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my building code compliance license application, which was denied on [date of denial]. My application was submitted under the reference number [application reference number].

Upon reviewing the denial notice, I understand that the main reasons cited for the denial were [list reasons]. I would like to address these concerns and provide further clarification regarding [explain your position or any additional information].

It is my belief that with the additional information I am providing, my application should be reconsidered. [You may wish to highlight past compliance, any relevant documents, or improvements made].

I kindly request a reconsideration of my application or a meeting to discuss this matter further. I appreciate your attention to this appeal and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title, if applicable]