

Notification of Change in Building Code Compliance License

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a change in our Building Code Compliance License effective [Insert Effective Date]. This adjustment has been made to ensure that we are adhering to the latest regulations and standards.

Please be advised that our new license number is [Insert New License Number], and it will be applicable for all ongoing and future projects.

We appreciate your understanding and cooperation as we implement this change. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]