

Letter of Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Building Department/Authority Name]

[Department Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to submit the necessary documentation for the building code compliance license as required for my project located at [Project Address]. Enclosed with this letter, you will find the following documents:

- Completed Application Form
- Project Plans and Specifications
- Proof of Insurance
- Fees Payment Receipt
- Any additional relevant documents

Please let me know if you require any further information or additional documentation. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]