

# Demolition Permit Application Request

Date: [Insert Date]

To: [City/County Building Department]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Building Official's Name],

I am writing to formally request an expedited processing of my demolition permit application for the property located at [Insert Property Address]. Due to [insert reason for urgency, e.g., safety concerns, upcoming construction plans], it is crucial that this request is processed as swiftly as possible.

The details of the demolition project are as follows:

- Property Owner: [Insert Owner's Name]
- Property Address: [Insert Address]
- Type of Structure: [Residential/Commercial/Other]
- Expected Date of Demolition: [Insert Date]

I have attached all requisite documents, including the site plan, proof of ownership, and any relevant environmental assessments, to facilitate a quick review. Your prompt attention to this matter would be greatly appreciated, as it will allow us to initiate our project as intended.

Thank you for considering our request. I am available for any further information or clarification at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Address]

[Your City, State, Zip]