

# Roofing Repair Work Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Local Building Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a permit for roofing repair work on my property located at [Property Address]. Due to [brief description of the issue, e.g., storm damage, wear and tear], I need to undertake necessary repairs to ensure the safety and integrity of my home.

The work will be conducted by [Contractor's Name/Company] and is expected to begin on [Start Date] and be completed by [End Date]. Attached are the necessary documentation, including the contractor's license, proof of insurance, and project plans.

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

Sincerely,

[Your Name]