

Building Code Compliance Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding building code compliance for my property located at [Insert Property Address]. This appeal is in reference to [specific violation or decision], dated [insert date of decision].

Due to [brief explanation of reasons for appeal, e.g., extenuating circumstances, misunderstanding of regulations], I believe that the decision made does not accurately reflect the situation at hand.

Attached are [list of supporting documents, photographs, or evidence] which I hope will provide clarity and support my appeal.

I kindly request a reconsideration of this decision based on the provided information. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your consideration.

Sincerely,

[Your Name]