

Letter of Appeal for Temporary Occupancy Permit

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for a Temporary Occupancy Permit for the property located at [Property Address]. As the contractor overseeing the project, I am requesting this permit due to [briefly explain reason, e.g., project timeline delays, contractor availability, etc.].

We have made significant progress on the project, and granting this temporary permit will allow us to [explain benefits of granting permit, e.g., continue work, meet client needs, etc.]. We understand the importance of complying with local regulations and are committed to ensuring all necessary safety standards are met.

Thank you for considering our appeal. We hope to hear from you soon so that we may proceed without further interruptions. Should you require any additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position/Title]
[Company Name]
[Company Contact Information]