

# Cancellation of Temporary Occupancy Permit Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my application for a Temporary Occupancy Permit for the project located at [Project Address]. This request was submitted on [Date of Original Request], and the permit number is [Permit Number].

Due to [brief reason for cancellation, e.g., project delays, change in plans], I no longer require the permit at this time. I appreciate your understanding and assistance in processing this cancellation.

Should you need any further information or documentation, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]