

Inquiry About Contractor Temporary Occupancy Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the Temporary Occupancy Permit for the contractor's project located at [Project Address]. We are eager to understand the current progress and any outstanding requirements necessary for the issuance of this permit.

Additionally, if there are any specific documents or further information needed from our side, please let me know so that we can expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]