

Request for Contractor Temporary Occupancy Permit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company/Department Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a Temporary Occupancy Permit for the following project:

- Project Name: [Insert Project Name]
- Project Address: [Insert Project Address]
- Permit Number: [Insert Permit Number]

The project is currently in the final stages of completion, and in order to keep the project on schedule, we require temporary occupancy for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

We are committed to ensuring all safety and compliance regulations are met during this period. All necessary inspections have been or will be scheduled accordingly.

Please find attached the relevant documents and plans for your review. We appreciate your prompt attention to this matter, and I would be happy to discuss this request further at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]