

# Support Letter for Temporary Occupancy Permit Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Permit Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Permit Authority Name],

I am writing to express my support for [Contractor's Name] application for a Temporary Occupancy Permit for the project located at [Project Address].

[Contractor's Name] has demonstrated professionalism and competence throughout the construction process. I believe that granting this permit will allow [Contractor's Name] to proceed with their work without unnecessary delays, ensuring the project remains on schedule for completion.

Furthermore, the temporary occupancy will not only facilitate a smoother workflow but also benefit the local community by [briefly explain any community benefits].

I urge you to consider this application favorably and grant the Temporary Occupancy Permit at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions or require additional information.

Sincerely,

[Your Name]