

# Update on Temporary Occupancy Permit Status

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Update on Temporary Occupancy Permit Status

Dear [Contractor's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the status of your Temporary Occupancy Permit (TOP) application for the [Project Name] located at [Project Address].

As of today, we have received the following updates from the relevant authorities:

- Your application was submitted on [Submission Date].
- The review process is currently ongoing, with an estimated completion date of [Estimated Completion Date].
- All required documents have been received, and no additional information is needed at this time.

We understand the importance of the Temporary Occupancy Permit for the progress of your project and appreciate your patience throughout this process. We will keep you informed of any developments as they arise.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]