

Construction Project Permit Verification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Construction Project Permit

I am writing to verify the status of the construction project permit for [Project Name], located at [Project Address]. As part of our compliance with local regulations, we would like to confirm that all necessary permits have been approved and are in place for the commencement of construction activities.

Details of the project are as follows:

- Project Name: [Project Name]
- Permit Number: [Permit Number]
- Issued Date: [Issued Date]
- Expiration Date: [Expiration Date]

Please provide us with any updates or documentation related to this permit at your earliest convenience. Your cooperation is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]