

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Contractor Name]
[Company Name]
[Contractor Address]
[City, State, Zip Code]

RE: FORMAL DEMAND - Failure to Obtain Required Permits for [Project Address/Description]

Dear [Contractor Name],

I am writing this letter in reference to the construction contract entered into on [Date] for work at [Project Address].

Under the terms of our agreement and local building codes, you were responsible for securing all necessary permits and approvals from the [Name of Building Department/City Agency] before commencing work. It has come to my attention that the following permits were never obtained: [List specific permits, e.g., electrical, plumbing, structural].

This failure constitutes a breach of contract and a violation of local regulations. As a result, the project is currently [select one: at a standstill / subject to fines / in violation of code], causing significant delays and potential safety concerns.

I hereby demand that you:

- Immediately apply for and secure all outstanding permits no later than [Date].
- Provide physical or digital copies of the approved permits to me upon receipt.
- Cover any additional costs, penalties, or late fees incurred due to your failure to file on time.

Failure to rectify this matter by [Date] will leave me with no choice but to take further action. This may include terminating our contract, filing a complaint with the [State Contractor Licensing Board], and pursuing legal remedies to recover damages.

I expect a written response confirming your intent to comply with this demand by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]