

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

[Date]

[Name of Building Official/Department Contact]
[Building Department Name]
[Department Address]
[City, State, Zip Code]

RE: Submission of Missing Documentation for Permit Application #[Permit Number]

To the Building Department,

Following your recent notification dated [Date of Deficiency Notice] regarding the incomplete status of my building permit application for the property located at [Project Address], please find the requested missing documents attached to this letter.

The following items are included in this submission:

- [Item 1: e.g., Updated Site Plan]
- [Item 2: e.g., Structural Engineering Report]
- [Item 3: e.g., Contractor License Verification]
- [Item 4: e.g., Energy Compliance Forms]

I believe these documents fulfill all outstanding requirements for the review process. Please let me know if any additional information is needed to move forward with the permit issuance.

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]