[Date]

[Property Owner Name]
[Mailing Address]
[City, State, Zip Code]

RE: ISSUANCE OF SHORT-TERM VACANCY PERMIT ENDORSEMENT

Dear [Property Owner Name],

We are pleased to inform you that your application for a Short-Term Vacancy Permit Endorsement has been reviewed and officially approved for the following property:

Permit Number: [Permit ID Number]
Property Address: [Full Property Address]
Expiration Date: [Date]

This endorsement serves as formal authorization to operate a short-term rental at the aforementioned location. Please ensure that this permit is displayed in a prominent location within the unit, as required by local regulations.

Please note that this permit is subject to the following conditions:

- Compliance with all local noise, parking, and safety ordinances.
- Adherence to the maximum occupancy limit of [Number] guests.
- Timely renewal of the permit prior to the expiration date listed above.

Failure to comply with these regulations may result in the suspension or revocation of your permit. If you have any questions regarding this endorsement, please contact the [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Issuing Officer]
[Title]
[Department/City Agency Name]