Date: [Insert Date]

[Recipient Name/Property Owner]
[Property Address]
[City, State, Zip Code]

RE: Issuance of Vacancy Permit Endorsement for Building Renovation

To Whom It May Concern,

This letter serves as an official endorsement for the Vacancy Permit regarding the property located at [Insert Property Address].

Following a review of the submitted renovation plans and building permit #[Insert Permit Number], this department acknowledges that the premises must remain vacant for the duration of the structural improvements and renovations. The vacancy period is approved to commence on [Start Date] and is expected to conclude by [Estimated Completion Date].

This endorsement is issued based on the following conditions:

- The building must be secured against unauthorized entry at all times.
- All utilities must be managed according to safety codes for vacant structures.
- Renovation work must proceed in accordance with the approved construction schedule.

Please ensure this endorsement is kept on-site and made available to inspectors upon request. If the renovation timeline exceeds the approved period, an extension must be requested in writing.

Sincerely,

[Your Name/Signature]
[Title/Department]
[Authority/Organization Name]