

*****SAMPLE LETTER*** Owner Permission Letter for Use and
Occupancy Permits**

[Date]

City of Laurel
Department of the Fire Marshal & Permit Services
Attn: Permit Division
8103 Sandy Spring Road
Laurel, Maryland 20707

Re: [Name and Property Address]

Dear Permit Division,

I, [Owner's Name], hereby grant permission for [Name of Business and Business Owner] to lease and use my property located at [Address of Property] as a [Type of Business/Store] as of {Date Lease or Permission Begins}.

If you have any questions regarding this correspondence, please feel free to contact me at:

{Name of Property Owner}
{Mailing Address of Property Owner}
{City, State, Zip Code}
{Phone Number}
{Email Address}

Sincerely,

{Signature of Property Owner}

[Property Owner's Name]