

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

[Date]

City of Laurel
Department of Community Planning and Business Services
8103 Sandy Spring Road
Laurel, Maryland 20707

Re: **[Name and Property Address of Business]**

Dear Permits Office:

I, **[Owners Name]**, hereby grant permission for **[Name of Business and Name of Business Owner]** to lease and use my property located at **[Address of Property]** as a **[Type of Business/Store]** as of **[Date lease 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 Owners Name]