

SAMPLE LETTER OF WITHDRAWAL
THIS MUST BE ON LETTERHEAD – NO HANDWRITTEN LETTERS
GENERAL CONTRACTOR OR SUB-CONTRACTOR

Date _____

Richard McConachie, Building Official
Building Department
City of Miami Beach
1700 Convention Center Dr., 2nd Floor
Miami Beach, FL 33139

Re: Master Permit Number _____ or Sub-Permit Number _____
Address: _____

Dear Mr. McConachie:

I, _____, am the:

- Qualifier for _____ (company name).
 Sub-Contractor for _____ (company name).

I am notifying you that, my company will no longer be the assigned contractor / sub-contractor for the project at _____ under master permit number _____.

Permit # _____ is still active, NOT EXPIRED.

I wish to withdraw from this project/permit because:

I no longer want to be held responsible for work done at the above-mentioned address and have no objections to a change of contractor for this project/permit.

Sincerely,

Signature

Printed Name

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Applicant

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)