

Notification for Telecommunication Tower Permit Renewal

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient Name],

We are writing to remind you that the permit for the telecommunication tower located at [Insert Location] is due for renewal on [Insert Expiry Date]. In accordance with local regulations, we kindly ask you to submit the necessary documentation for renewal by [Insert Submission Deadline Date].

Please ensure that all required forms and fees are included with your submission to avoid any interruptions in service.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]