

Request for Expedited Elevator Inspection Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Agency Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally appeal for an expedited inspection permit for the elevator at [Building Name/Address]. Due to [briefly explain the reason, e.g., urgent need, safety concerns, etc.], we believe that a swift inspection is necessary to ensure the safety and accessibility of our building.

We have made all necessary preparations and are committed to providing any further documentation required to assist in expediting this process. We appreciate your attention to this matter and kindly ask for your support in facilitating an expedited inspection.

Thank you for your understanding and prompt attention to this urgent request.

Sincerely,

[Your Name]

[Your Position, if applicable]