

Cancellation of Elevator Inspection Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally cancel my request for an elevator inspection permit that was submitted on [Insert Date of Original Request]. The details of the original request are as follows:

- Permit Number: [Insert Permit Number]
- Property Address: [Insert Property Address]
- Requested Inspection Date: [Insert Requested Date]

Due to [Insert Reason for Cancellation], I no longer require the inspection at this time.

Please confirm the cancellation of the permit request. Should you need any further information, feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]