

# Letter of Confirmation of Elevator Inspection Permit Approval

Date: [Insert Date]

To,

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for the elevator inspection permit has been approved. The permit number is [Insert Permit Number], and it is valid until [Insert Expiration Date].

Please ensure that all necessary preparations are made for the inspection on [Insert Inspection Date]. Should you have any questions or require further assistance, feel free to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]