

# Letter of Formal Submission for Elevator Inspection Permit

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit our application for an elevator inspection permit for the [specific location or building name].

Attached to this letter, you will find the completed application form and all necessary supporting documents as per the requirements outlined in your guidelines.

We understand the importance of safety and compliance with local regulations, and we are committed to ensuring that our elevators meet the highest standards. We appreciate your prompt attention to this matter and look forward to your approval.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our application.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]