

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of our elevator inspection permit application submitted on [Submission Date]. As we are in the process of ensuring compliance with safety regulations, it is crucial for us to understand the current status of our application.

Could you please provide an update regarding any progress, as well as an expected timeline for approval? Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]