

Notification of Elevator Inspection Permit Compliance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hereby inform you that the scheduled inspection of the elevator(s) at [Building Name/Address] is due to take place on [Inspection Date]. This inspection is a requirement to ensure compliance with local safety regulations.

Please ensure that the elevator is operational and accessible on the scheduled date. If there are any issues or if you need to reschedule, kindly contact our office at [Contact Information] at your earliest convenience.

Thank you for your attention to this matter. We appreciate your cooperation in maintaining a safe environment for all building occupants.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]