

Reminder Letter

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Reminder - Elevator Inspection Permit Expiration

Dear [Recipient Name],

This is a friendly reminder that the inspection permit for the elevator located at [Property Address] is set to expire on [Expiration Date]. It is crucial to ensure that the inspection is conducted before this date to maintain compliance with local safety regulations.

Please arrange for the necessary inspection at your earliest convenience. If you have any questions or need assistance, do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]