

# Request for Elevator Inspection Permit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Department/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a permit for the inspection of the elevator located at [Building Address]. It is essential for us to ensure compliance with safety regulations and maintain the operational efficiency of our elevator system.

Please let us know the necessary steps and any fees involved in the permit process. We aim to schedule the inspection at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]