

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the requirements and process for obtaining a scaffolding license in [Your Location/Region]. As [briefly describe your role or project], I wish to ensure compliance with all necessary regulations and standards.

Could you please provide information regarding:

- The application process.
- Required documentation.
- Associated fees.
- Timeline for approval.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]