

Request for Scaffolding Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a permit for the erection of scaffolding at [Project Location/Address]. The scaffolding is necessary for [brief explanation of the project and its purpose].

The expected duration of the scaffolding will be from [start date] to [end date]. We will ensure that all safety regulations are adhered to, and the surrounding area will be appropriately secured to minimize any inconvenience to the public.

Attached are the required documents including [list any attached documents, e.g., site plans, safety plans, etc.].

Please let me know if you require any additional information or documentation. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]