

Urgent Scaffolding License Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an urgent processing of my scaffolding license application due to an impending project deadline. The details are as follows:

- **Project Name:** [Project Name]
- **Project Location:** [Project Location]
- **Contractor Name:** [Contractor Name]
- **Application Reference Number:** [Reference Number]

The timely issuance of my scaffolding license is crucial to ensure compliance with the project schedule while maintaining safety standards. I appreciate your attention to this matter and am willing to provide any further information needed to expedite the process.

Thank you for your understanding and prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]