

Rooftop Access Permit Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for rooftop access has been approved. This letter serves as a formal permit outlining the permitted activities and guidelines associated with accessing the rooftop area.

Permitted Activities

- Maintenance and inspection of rooftop equipment.
- Installation of new equipment or fixtures.
- Regular safety and structural assessments.

Guidelines for Rooftop Access

- Access is permitted only during business hours (9 AM - 5 PM).
- All personnel must wear appropriate safety gear.
- Notify building management 24 hours in advance of any planned activities.
- Ensure that all tools and materials are secured when not in use.

Failure to adhere to these guidelines may result in revocation of rooftop access privileges. We appreciate your cooperation and understanding.

If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]