

Contractor Work Permit Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally request a work permit for [Contractor Name] to carry out [describe work/project] at [location]. The work is scheduled to commence on [start date] and is expected to be completed by [end date].

Details of the contractor are as follows:

- Name: [Contractor Name]
- Company: [Contractor Company]
- Contact Information: [Contractor Contact Info]
- Scope of Work: [Brief description of work]

We have ensured that all safety and compliance measures will be adhered to during the project. Please let us know if you require any additional documentation or further information to facilitate this request.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]