

Date

Our Ref: **Sample Letter One**

Address

Dear

**Re: Interim Reminder**

Taxi inspections- Langston Road Depot – telephone 0208 532 0357

Your taxi inspection test is due in January 2011. Failure to complete the Taxi Inspections would result in a breach of conditions as set out in this Council's Hackney Carriage/Private Hire Vehicle Licence Conditions.

Breaches of this condition will result in your licence being referred to licensing panel for possible suspension or revocation of your licence.

**If you have already visited Langston Road for your Taxi inspection in the last 14 days, then please disregard this letter.**

If you require any further help or information please do not hesitate to contact us on the numbers below.

Yours Sincerely,

Licensing Office  
01992 564461 & 564340