

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