

# Water Quality Testing Request

Date: [Insert Date]

To:

[Recipient Name]

[Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request water quality testing for [specify location or water source, e.g., "the community pond" or "the drinking water supply of XYZ area"]. This testing is necessary to ensure that the water meets health and safety standards for our community.

We would like to request the following tests to be conducted:

- Physical and Chemical Analysis
- Bacterial Testing
- Heavy Metals Testing
- Any Additional Tests Required

Please let us know what samples you require and the preferred timing for the testing process. We appreciate your prompt attention to this important matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company Name]

[Your Contact Information]